

Vocational-Technical Education Enhancement Grant Award Program

Administrative Planning Guide Fiscal Year 2004

*Missouri Department of Elementary and Secondary Education
D. Kent King, Commissioner of Education
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This document, in its entirety, may be accessed through the Department's world wide web
at the following address:

www.dese.state.mo.us/divvoted/adminaccount/enhancement.htm

POLICY OF NONDISCRIMINATION

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Director of Human Resources
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Jefferson City, Missouri 65102-0480
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This position has been designated to coordinate the Department's effort to comply with the regulations implementing Title VI, Title IX, and Section 504.

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TITLE 5 - DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Division 60 - Vocational and Adult Education

Chapter 120 - Vocational Education

ORDER OF RULEMAKING

5 CSR 60-120.070 Vocational-Technical Education Enhancement Grant Award Program.

PURPOSE: This rule establishes minimum requirements for the administration of the Vocational-Technical Education Enhancement Grant Award Program.

(1) The Vocational-Technical Education Enhancement Grant Award Program shall be administered by the Division of Vocational and Adult Education, Department of Elementary and Secondary Education, which has the authority to determine grant award criteria and annual grant amounts.

(2) Eligible institutions shall include public high schools, area vocational-technical schools and community colleges that operate department-approved occupational preparatory (long- term) vocational education programs. Grant awards shall be made under the following conditions:

(A) Seventy-five percent (75%) of grant funds shall be expended for new programs, curriculum enhancement or instructional equipment that address demand occupations that have been determined to be in critical shortage, as published by the Division of Vocational and Adult Education. The remaining twenty-five percent (25%) or less of the grant may be used for these purposes, as well as facility improvement without regard for demand occupations. A grant recipient shall expend at least twenty-five percent (25%) matching funds from local sources for all grant funds expended for instructional equipment. A grant recipient shall expend at least fifty percent (50%) matching funds from local sources for all other grant fund expenditures;

(B) An advisory committee with no fewer than twelve (12) members shall be established by each eligible institution prior to a grant award. This committee shall be composed of at least two (2) members representing each of the following groups: business persons, labor leaders, parents, senior citizens, community leaders and teachers. The committee shall assist the grant recipient with the development of a plan which will ensure that graduates proceed to a two (2)- or four (4)-year college/university or a high wage job with workplace skill development opportunities. This plan shall be developed prior to the close of the fiscal year that the grant recipient receives an initial grant under this grant award program. Eligible institutions that apply for grant funds after receiving an initial grant award shall submit a description of the accomplishments made toward the implementation of their initial plan and any modifications to their initial plan; and

(C) A budget shall be developed which details all major expenditure categories and itemizes all equipment purchases. Equipment purchases with grant funds shall-

1. Have prior approval of the Division of Vocational and Adult Education; and

2. Be appropriate to the instructional content of the vocational education course or program.
- (3) A request for grant award will be made available to eligible institutions by the Division of Vocational and Adult Education for each fiscal year. Applicants must complete the request for grant award and forward it to the division no later than the published date in order to receive consideration. Grant awards will be effective July 1 of each year.
- (4) The request for grant award must contain at least the following:
- (A) The name and address of the institution and school or community college district applying for a grant award;
 - (B) A statement of commitment to implement the content of the request bearing the signature of the chief administrator of the school or community college district submitting the grant request;
 - (C) A description of how the funds made available by this grant award program will be used to enhance the vocational education offerings at the institution and address demand occupations;
 - (D) A detailed, line item budget of anticipated local and grant fund expenditures;
 - (E) An assurance that fiscal control, property management control and fund accounting procedures are provided;
 - (F) An assurance that funds from local sources will be allocated and expended for the purposes delineated in the grant proposal in an amount equal to or greater than twenty-five percent (25%) for all instructional equipment and equal to or greater than fifty percent (50%) for all other grant award expenditure;
 - (G) An assurance that seventy-five percent (75%) of grant funds will be expended for new programs, curriculum enhancement or instructional equipment that address demand occupations;
 - (H) An assurance that the grant recipient will comply with all reporting requirements of the department relating to this grant award program;
 - (I) An assurance by secondary school districts that student performance standards will be established within the district that lead to or qualify students for graduation, and that these standards meet or exceed the Show-Me Standards;
 - (J) An assurance that prior to the close of the fiscal year of the grant award a plan will be developed with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a two (2)- or four (4)-year college/university or a high wage job with workplace skill development opportunities;
 - (K) A listing of the advisory committee members and the category that they represent;

(L) The title and classification of instructional programs (CIP) code of any occupational preparatory (long-term) vocational education program for which grant funds will be expended; and

(M) A copy of the Guide for submitting applications for expanding/new regular vocational programs (FV-3), if an occupational preparatory (long term) vocational education program is being established or expanded with grant funds. The original FV-3 must be sent to the State Director of Vocational Education (see appendices on pages 55-56).

(5) The Division of Vocational and Adult Education will review all grant request submitted by eligible institutions based upon the extent to which-

- A. The proposed programs, services and activities enhance vocational education;
- B. The proposed programs, services and activities address demand occupations, and
- C. A complete request for grant award is received prior to the deadline.

(6) The Division of Vocational and Adult Education will give priority to eligible institutions that have not previously received a grant award.

(7) Beginning July 1, 1994, the commissioner of education shall request from the director of the Division of Workforce Development, Department of Economic Development, an annual listing of demand occupations in the state, including substate projections. The listing shall include those occupations for which, in the judgment of the director of the Division of Workforce Development, there are critical shortages to meet present and future employment needs necessary to the economic growth and competitiveness of the state. The Division of Vocational and Adult Education will publish the list of demand occupations annually in its request for proposals.

AUTHORITY: section 178.585, RSMo 1994.* Original rule filed Nov. 10, 1993, effective June 6, 1994. Amended: Filed Nov. 22, 1994, effective June 30, 1995. Amended: Filed July 7, 2000, effective February 28, 2001.

*Original authority: 178.585, RSMo 1993.

MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Vocational and Adult Education

Request for Grant Award

RFP: Vocational-Technical Education Enhancement Grant Award Program

ID CODE: 120.070-02

ELIGIBLE ENTITIES: Missouri public high schools, area vocational schools and community colleges currently operating Department-approved occupational preparatory (long-term) vocational education programs.

GOAL: To expand and enhance the quality of Missouri's occupational preparatory (long-term) vocational education programs through improved alignment with business and industry occupational training needs, and increased emphasis on training in occupations that have been determined to be in critical shortage.

RATIONALE: The Outstanding Schools Act of 1993 established provisions for the implementation of a grant award program to enhance vocational education in public high schools, area vocational schools, and community colleges. The funds made available through the program focus on the initiation of new and the improvement of existing occupational preparatory (long-term) vocational education training programs, curriculum enhancement, instructional equipment and facility improvement, particularly in high demand occupations.

MINIMUM

REQUIREMENTS: Requests for grant award shall include, but not be limited to:

- A. The completion and inclusion of the "Application for Vocational-Technical Education Enhancement Grant Award" Form, pages 12-13 in the appendices. This will be the coversheet for the proposal.
- B. Statement(s) of need for improving each occupational preparatory (long-term) vocational education program operated by the institution for which grant funds are being requested.

- C. A description of planned improvements to each existing and/or new occupational vocational education program operated by the institution that will be accomplished through the expenditure of grant funds. These descriptions must include an explanation of how the proposed improvements will satisfy the needs identified in the statement(s) of need. If facility improvements are anticipated, a detailed description of the anticipated renovation project(s) must be provided, including statements regarding the instructional impact of the project(s). The total amount of grant funds anticipated for facility improvement cannot be more than twenty-five percent (25%) of the total grant funds requested.
- D. A description of a local evaluation system that will determine whether the improvements implemented through the use of grant funds had a positive influence upon the identified need(s).
- E. Grant funds may be requested for new occupational preparatory (long-term) vocational education programs. Follow the FV-3, "Guide for Submitting Applications for Expanding/New Regular Vocational Education Programs", pages 55-56 in the appendices as a guide for preparing this application. A copy of the new program proposal must accompany the Vocational-Technical Enhancement Grant Request for Proposal (RFP).
- F. A completed "Budget Detail" sheet page 57 in the appendices indicating the Classification of Instructional Programs (CIP) code, program name, new or existing program determination, existing program enrollment, anticipated enrollment for new programs, demand occupation determination and proposed total and grant fund expenditure amounts for each occupational vocational education programs.
- G. A separate FV-4 "Application for Authorization of Vocational Education Expenditures" for each occupational vocational education program by CIP code for which grant funds are being requested. The detailed, line-item budget of anticipated expenditures must be grouped in four major categories (equipment, other, curriculum, and facility).

ASSURANCES: The applicant must assure that:

- A. Fiscal and property management control, and fund accounting procedures are in place and operational.
- B. Funds from local sources will be allocated and expended for instructional equipment for occupational vocational education programs as described in the grant proposal in an amount equal to or

greater than twenty-five percent (25%) of the grant expenditure for this purpose.

- C. Funds from local sources will be allocated and expended for other allowable purposes than instructional equipment as delineated in the grant proposal in an amount equal to or greater than fifty percent (50%) of the grant expenditure for these purposes.
- D. Seventy-five percent (75%) of grant funds will be expended for new or existing occupational vocational education programs, curriculum enhancement, or instructional equipment that address high demand occupations.
- E. An advisory committee has been established and the names and affiliation of each member is available for review at the local level.
- F. The grant recipient will comply with all reporting requirements of the Department relating to this grant award program.
- G. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation, and these standards will be revised to meet or exceed the Show-Me Standards adopted by the State Board of Education.
- H. Prior to the close of the fiscal year of the grant award, a plan will be developed, with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities (*applies only to local education agencies that have not previously received grant funds*).
- I. Prior to the close of the fiscal year of the grant award, a report will be forwarded to the Department describing the accomplishments made toward the implementation of the plan to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities and any modifications to the initial plan (*applies only to local education agencies that have previously received grant funds*).
- J. Any facility improvement made available through the expenditure of grant funds will comply with all federal, state, and local building codes, and with the accessibility requirements specified by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
- K. All equipment purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding

equipment disposition.

- L. All grant funds must be incurred and expended, **not encumbered**, prior to May 15, 2004.

AMOUNT:

No maximum amount of grant funds is established. Local education agencies must match the requested grant funds for instructional equipment expenditures on at least a 25% local/75% state basis and for other expenditures on at least a 50% local/50% state basis. Grants will be limited by the funds appropriated annually by the Missouri General Assembly and by the annual funding priorities on page 43 in the appendices. Therefore, the Department reserves the right to reduce the amount requested due to the availability of funds.

PROPOSAL
FORMAT:

Requests for grant awards submitted for funding consideration must be typed (single sided) on 8½" x 11" white paper and contain only the items listed, in the following order:

1. Application, pages 12-13
2. Statement(s) of Need
3. Description(s) of Improvements
4. Description of Evaluation System
5. Copy of New or Expanding Program Proposal(s) - if applicable, pages 55-56
6. Budget Detail Sheet, page 57
7. FV-4(s), page 51

Requests for grant awards should only contain one (1) staple in the top left corner and not be bound in any other way. Requests should have the cover sheet on top and not contain any other cover. Only one request for grant award per district is allowed. An original and one (1) copy must be submitted.

DUE DATES:

Requests for grant awards must be received no later than 4:00 p.m. on February 28, 2003 at the following location:

Department of Elementary & Secondary Education
Administration & Accountability Services
205 Jefferson
Jefferson Building, 5th Floor
Jefferson City, Missouri 65102

GRANT AWARD
DATES:

July 1, 2003 through May 15, 2004.

DELIVERABLES: Approved grant recipients must forward the following to the Department **on or before March 31, 2004**:

- A. An individual FV-2, "Reimbursement Request for Approved Vocational Education Expenditures" for each occupational vocational education program for which grant funds were expended, with a detailed, line-item listing of expenditures grouped in four (4) categories (equipment, other, curriculum, and facility). The first line under "From Whom Purchased" on the FV-2 must contain the Classification of Instructional Programs (CIP) code and title of the program for which grant funds were used for purchases. **Invoices MUST accompany each FV-2.** Invoices, including model and serial number, must be submitted for equipment purchases costing \$1,000 or more per unit.
- B. A report describing the accomplishments made toward the implementation of the LEA's plan to ensure graduates proceed to college or a high wage job with work place skill development opportunities (for all but first time grant recipients) must be submitted with the final FV-2(s).

DELIVER TO: Requests for grant awards should be submitted to:

Administration and Accountability Services Section
Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, Missouri 65102-0480

Allowable Expenditures

Grant funds must be appropriate to the instructional content of the occupational preparatory (long-term) vocational education program(s) operated or proposed to be operated by the applying institution. Grant funds must be expended during the fiscal year awarded. Grant funds must be matched with local education agency funds in an amount equal to or greater than twenty-five percent (25%) for instructional equipment expenditures and fifty percent (50%) for all other expenditures.

Grant funds may be expended for the following:

A. Instructional Equipment

1. Instructional equipment must be directly related to the occupational vocational education instructional program (\$200 minimum unit cost).
2. Student instructional furniture (desks, chairs, workstations, etc.) (\$200 minimum unit cost).
3. Non-instructional furniture (storage cabinets, teacher chairs, desks, workstations, etc.) (\$200 minimum unit cost.)

B. Other

1. Computer software (no minimum unit cost).
2. Computer components (no minimum unit cost).
3. Network or internet connections (no minimum unit cost).
4. Installation Costs (no minimum)

C. Curriculum Enhancement

Purchased curriculum materials, videos, cassettes, DVDs, reference sets, etc. (\$200 minimum unit cost).

D. Facility Improvement

1. Renovation or modification of existing facilities must have a direct effect on instruction in specific occupational vocational education programs. Renovations to the overall facility, administrative or general student service areas are not allowable. Approvable expenditures are limited to materials or related items that are commonly used to renovate or modify existing facility. Grant proposals must include a complete description of the facility improvements that are anticipated and how these changes

will enable or enhance instruction. Grant funds expended for facility improvements are restricted to a maximum of twenty-five percent (25%) of the grant award. All facility improvements must be completed in accordance with local, state and federal building codes and meet accessibility requirements specified by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 (no minimum unit cost).

Non Allowable Expenditures

- A. Items under a \$200 unit cost unless specifically exempted.
- B. Consumables - supplies, etc.
- C. Student textbooks, workbooks, guides and simulations.
- D. Service contracts, maintenance agreements, etc.
- E. Monthly/annual usage charges.
- F. Monthly/annual membership charges.
- G. New construction (i.e. building additions, annexes, storage sheds, concrete/foundations, flatwork, etc.).
- H. Fees to attend seminars, workshops, curriculum meetings, etc.
- I. Instructor training.
- J. Security fencing, security lighting and parking areas.
- K. Curriculum Development.
- L. Consultant services/stipends.
- M. Photocopying costs.
- N. Installation or labor costs to renovate facilities.

APPENDICES

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Vocational and Adult Education
P.O. Box 480
Jefferson City, Missouri 65102-0480

Application for
Vocational-Technical Education Enhancement Grant Award

_____- _____
County District Code

School/Community College District Name

Institution Name _____

Address _____

The applicant assures that if funds are made available through the Vocational-Technical Education Enhancement Grant Award Program that:

- A. Fiscal and property management control, and fund accounting procedures are in place and operational.
- B. Funds from local sources will be allocated and expended for instructional equipment for occupational vocational education programs as described in the grant proposal in an amount equal to or greater than twenty-five percent (25%) of the grant expenditure for this purpose.
- C. Funds from local sources will be allocated and expended for other allowable purposes than instructional equipment as delineated in the grant proposal in an amount equal to or greater than fifty percent (50%) of the grant expenditure for these purposes.
- D. Seventy-five percent (75%) of grant funds will be expended for new or existing occupational vocational education programs, curriculum enhancement, or instructional equipment that address high demand occupations.
- E. An advisory committee has been established and the names and affiliation of each member is available for review at the local level.
- F. The grant recipient will comply with all reporting requirements of the Department relating to this grant award program.
- G. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation, and these standards will be revised to meet or exceed the Show-Me Standards adopted by the State Board of Education.
- H. Prior to the close of the fiscal year of the grant award, a plan will be developed, with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities (*applies only to local education agencies that have not previously received grant funds*).
- I. Prior to the close of the fiscal year of the grant award, a report will be forwarded to the Department describing the accomplishments made toward the implementation of the plan to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities and any modifications to the initial plan (*applies only to local education agencies that have previously received grant funds*).

- J. Any facility improvement made available through the expenditure of grant funds will comply with all federal, state, and local building codes, and with the accessibility requirements specified by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.
- K. All equipment purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding equipment disposition.
- L. All grant funds must be incurred and expended, **not encumbered**, prior to March 31, 2004.

The applicant requests that the following amount of **state grant funds** be made available from the Department to implement the programs and/or activities described in the attached grant proposal: \$ _____

By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant proposal.

Date

Signature of Chief Administrator

High Demand Occupations

The Department of Elementary and Secondary Education defines Vocational Education as organized educational programs offering a sequence of courses or instruction in a sequence or aggregation of occupational competencies that are directly related to the preparation of individuals for paid or unpaid employment in current or emerging occupations requiring other than a baccalaureate or advanced degree. These programs must include competency-based applied learning that contributes to an individual's academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, and the occupational-specific skills necessary for economic independence, preparing individuals to be a productive and contributing member of society.

The Vocational-Technical Education Enhancement Grant Award Program provides funding to improve existing and establish new occupational vocational education programs that are consistent with the Department's definition of Vocational Education, and have been approved as vocational education programs by the Department. Grant funds may not be expended for programs that (1) do not directly prepare individuals for at least entry level employment in a specific occupation and (2) prepare individuals for occupations that require at least a baccalaureate degree.

High Demand Occupations as Determined by Missouri Department of Economic Development, Division of Workforce Development

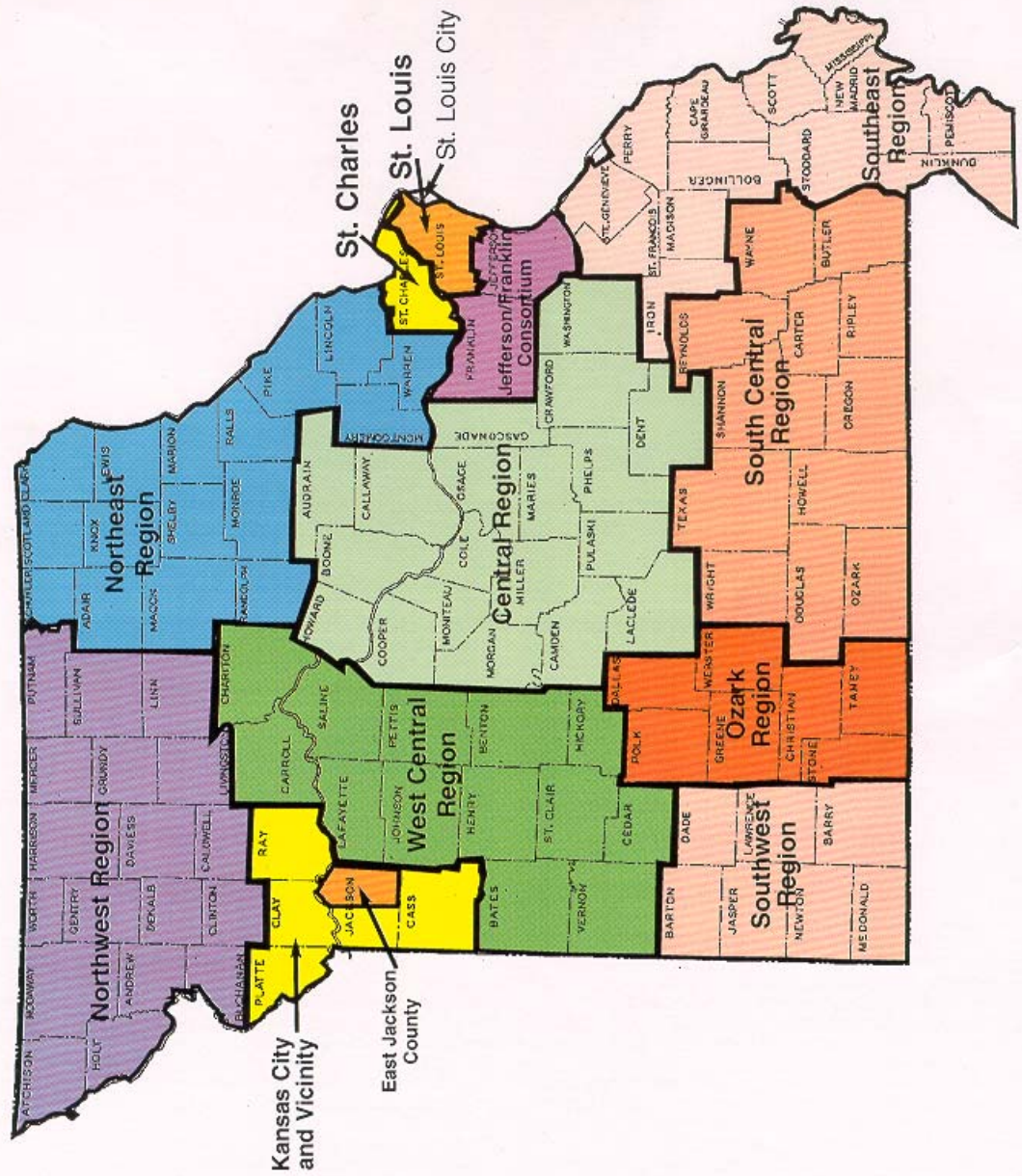
With changes occurring at both the state and federal level, regarding workforce development systems and labor market information, the Department of Elementary and Secondary Education will utilize the enclosed listing for high demand occupations in Missouri as well as the listings for Kansas City, the St. Louis metropolitan statistical areas and Local Workforce Investment Areas.

Occupational employment projections prepared by the Department of Economic Development were reviewed, and occupations were selected which were expected to have at least 100 job openings annually for the statewide listing, 50 job openings annually for the Kansas City and St. Louis (Metropolitan Statistical Areas), and at least 15 job openings annually for the remainder of the substate areas.

Consideration of Occupations not on the Annual Listing of High Demand Occupations

For consideration of occupations not on the annual listings, the LEA must provide the Department with documentation relating to existing occupational vocational education programs that have at least 10 vocational education exiters or completers per year who were employed in a related job at a rate of 80% or higher for the previous two (2) years. Screen 26 from CORE data or VED's follow-up printouts will serve as proper documentation.

Local Workforce Investment Areas



Northwest Region

Andrew
Atchison
Buchanan
Caldwell
Clinton
Daviess
DeKalb
Gentry
Grundy
Harrison
Holt
Linn
Livingston
Mercer
Nodaway
Putnam
Sullivan
Worth

Northeast Region

Adair
Clark
Knox
Lewis
Lincoln
Macon
Marion
Monroe
Montgomery
Pike
Ralls
Randolph
Schuyler
Scotland
Shelby
Warren

Kansas City

Cass
Clay
Jackson
Platte
Ray

Central Region

Audrain
Boone
Callaway
Camden
Cole
Cooper
Crawford
Dent
Gasconade
Howard
Laclede
Maries
Miller
Moniteau
Morgan
Osage
Phelps
Pulaski
Washington

West Central Region

Bates
Benton
Carroll
Cedar
Chariton
Henry
Hickory
Johnson
Lafayette
Pettis
Saline
St. Clair
Vernon
Vernon

St. Louis

Franklin
Jefferson
St. Charles
St. Louis

Southwest Region

Barry
Barton
Dade
Jasper
Lawrence
McDonald
Newton

Ozark Region

Christian
Dallas
Greene
Polk
Stone
Taney
Webster

South Central Region

Butler
Carter
Douglas
Howell
Oregon
Ozark
Reynolds
Ripley
Shannon
Texas
Wayne
Wright

Southeast Region

Bollinger
Cape Girardeau
Dunklin
Iron
Madison
Mississippi
New Madrid
Pemiscot
Perry
Scott
St. Francois
Ste. Genevieve
Stoddard

Kansas City Metropolitan Statistical Area

| Occupational Title | Estimated Employment 2,008 | Annual Estimated Job Openings | Annual Employment Change % |
|--|---|--|---|
| Accountants & Auditors | 9,540 | 221 | 0.79% |
| Adjustment Clerks | 6,740 | 180 | 0.88% |
| Admin Support/Clerical Occs, NEC | 5,560 | 147 | 0.82% |
| Amusement/Recreation Attendants | 4,940 | 163 | 0.86% |
| Architects, Ex Landscape/Naval | 1,850 | 63 | 0.88% |
| Assemblers/Fab, Ex Mach/Elec/Pre | 9,590 | 219 | 0.76% |
| Automotive Body & Related Repairers | 2,020 | 70 | 0.78% |
| Automotive Mechanics/Service Technicians | 6,980 | 239 | 0.82% |
| Bakers, Bread & Pastry | 1,380 | 52 | 0.84% |
| Bank Tellers | 4,550 | 202 | 0.70% |
| Bartenders | 2,970 | 135 | 0.74% |
| Bill & Account Collectors | 4,510 | 206 | 0.90% |
| Billing/Cost/Rate Clerks | 3,040 | 75 | 0.76% |
| Brickmasons/Blockmasons | 1,790 | 64 | 0.86% |
| Bus Drivers, School | 4,510 | 123 | 0.82% |
| Bus/Truck/Diesel Engine Mechanics | 2,270 | 64 | 0.78% |
| Carpenters | 9,970 | 372 | 0.84% |
| Carpenters/Related Helpers | 1,830 | 102 | 0.86% |
| Cashiers | 24,880 | 1,290 | 0.84% |
| Central Office/PBX Installers/Reprs | 1,340 | 69 | 0.91% |
| Child Care Workers | 5,940 | 159 | 0.86% |
| Civil Engineers | 2,620 | 105 | 0.90% |
| Cleaners of Vehicles/Equipment | 1,820 | 68 | 0.79% |
| Computer Engineers | 3,100 | 135 | 0.96% |
| Computer Programmers | 5,690 | 180 | 0.62% |
| Computer Support Specialists | 6,090 | 267 | 0.96% |
| Construction Managers | 1,930 | 63 | 0.86% |
| Construction Trades Helpers, NEC | 1,090 | 59 | 0.84% |
| Cooks, Fast Food | 5,000 | 201 | 0.87% |
| Cooks, Institution/Cafeteria | 3,520 | 106 | 0.75% |
| Cooks, Restaurant | 7,700 | 304 | 0.86% |
| Correctional Officers | 2,230 | 105 | 0.91% |
| Counter & Rental Clerks | 4,960 | 257 | 0.84% |
| Counter Attendants/Lunchroom/Cafeteria | 3,000 | 254 | 0.82% |
| Customer Service Reps, Util | 3,040 | 124 | 0.88% |
| Dental Assistants | 2,230 | 66 | 0.85% |
| Designers, Ex Interior | 2,760 | 80 | 0.85% |
| Dining Room/Cafe Attnds/Bar Helpers | 3,250 | 107 | 0.72% |
| Drafters | 3,240 | 120 | 0.86% |
| Driver/Sales Workers | 3,410 | 87 | 0.77% |
| Elect & Electronic Technicians/Technologists | 2,080 | 66 | 0.84% |
| Electrical & Electronics Engineers | 3,390 | 130 | 0.88% |
| Electricians | 5,610 | 172 | 0.83% |

| | | | |
|--|--------|-------|-------|
| Emergency Medical Technicians/Paramedics | 2,060 | 74 | 0.84% |
| File Clerks | 2,170 | 77 | 0.65% |
| Fire Fighters | 1,870 | 61 | 0.81% |
| First Line Supervisors: Const/Extraction | 4,930 | 196 | 0.86% |
| First Line Supervisors: Mechs/Reprs | 4,910 | 183 | 0.81% |
| First Line Supervisors: Prod/Operating | 4,550 | 136 | 0.70% |
| Food Prep/Service Workers, Fast Food | 16,660 | 1,018 | 0.83% |
| Food Preparation Workers | 8,340 | 497 | 0.80% |
| Food Servers | 710 | 61 | 0.84% |
| Food Service & Lodging Managers | 3,790 | 112 | 0.84% |
| Food Service Workers, NEC | 1,970 | 81 | 0.75% |
| Freight/Stock/Movers, Hand, NEC | 7,310 | 278 | 0.68% |
| Guards | 6,780 | 246 | 0.84% |
| Hairdressers/Hairstylists/Cosmotologists | 4,550 | 137 | 0.76% |
| Hand Packers & Packagers | 7,750 | 293 | 0.86% |
| Health Service Workers, NEC | 1,850 | 57 | 0.80% |
| Heat/AC/Refrig Mechanics/Installers | 2,460 | 83 | 0.86% |
| Helpers/Laborers/Movers, NEC | 8,970 | 328 | 0.79% |
| Highway Maintenance Workers | 1,760 | 62 | 0.84% |
| Home Health Aides | 2,390 | 80 | 0.88% |
| Hosts/Hostesses: Rest/Lounge/Cf Sh | 2,200 | 96 | 0.87% |
| Human Res/Training/Labor Relations Specialists | 3,420 | 125 | 0.83% |
| Industrial Machinery Mechanics | 1,880 | 51 | 0.77% |
| Industrial Truck & Tractor Opers | 4,560 | 96 | 0.81% |
| Ins Adjusters/Examiners/Investigators | 2,060 | 63 | 0.85% |
| Instructors/Coaches, Sports/Phy | 2,400 | 63 | 0.85% |
| Insurance Claims Clerks | 2,320 | 51 | 0.77% |
| Insurance Sales Agents | 4,310 | 128 | 0.79% |
| Interview Clerks, Ex Personnel/Soc | 1,910 | 85 | 0.86% |
| Janitors & Cleaners | 16,270 | 503 | 0.82% |
| Laborers, Landscaping/Groundskeeping | 7,540 | 326 | 0.86% |
| Laundry/Drycleaning Mach Opers | 1,930 | 59 | 0.79% |
| Legal Secretaries | 2,440 | 59 | 0.79% |
| Library Assists/Bookmobile Drivers | 1,070 | 62 | 0.86% |
| Licensed Practical/Voc Nurses | 5,070 | 124 | 0.73% |
| Loan Counselors & Officers | 2,160 | 77 | 0.85% |
| Machine Operators/Tenders, NEC | 4,390 | 139 | 0.87% |
| Machinists | 2,240 | 56 | 0.76% |
| Maids & Housekeeping Cleaners | 8,220 | 216 | 0.80% |
| Maintenance Repairers, Gen Util | 9,050 | 256 | 0.78% |
| Marketing/Sales Supervisors | 30,550 | 687 | 0.81% |
| Mechanic & Repairer Helpers | 1,460 | 74 | 0.81% |
| Mechanical Engineers | 1,650 | 58 | 0.87% |
| Medical Assistants | 2,690 | 111 | 0.88% |
| Nursing Aides/Orderlies/Attends | 11,430 | 279 | 0.82% |
| Office Clerks, General | 26,180 | 944 | 0.82% |
| Office/Admin Support Supervisors/Mgrs | 15,590 | 521 | 0.83% |
| Order Clerks | 3,350 | 84 | 0.67% |

| | | | |
|---|--------|-------|-------|
| Order Fillers, Wholesale/Retail | 2,890 | 92 | 0.80% |
| Packaging/Filling Mach Opers/Tenders | 3,200 | 99 | 0.77% |
| Painters & Paperhangers | 3,840 | 138 | 0.83% |
| Paralegals & Legal Assistants | 1,280 | 54 | 0.95% |
| Parking Lot Attendants | 1,300 | 55 | 0.92% |
| Personal/Home Care Aides | 2,350 | 100 | 0.88% |
| Plumbers/Pipefitters/Steamfitters | 3,510 | 75 | 0.80% |
| Police Patrol Officers | 3,930 | 190 | 0.92% |
| Printing Press Mach Opers/Tenders | 1,840 | 50 | 0.77% |
| Protective Service Workers, NEC | 1,220 | 90 | 0.86% |
| Purchasing Agents, Ex Wholesale/Retail/Farm | 1,660 | 54 | 0.79% |
| Reception & Information Clerks | 11,300 | 337 | 0.83% |
| Recreation Workers | 1,580 | 59 | 0.84% |
| Registered Nurses | 17,780 | 471 | 0.82% |
| Retail Salespersons | 33,730 | 1,391 | 0.81% |
| Roofers | 1,810 | 79 | 0.83% |
| Sales & Related Workers, NEC | 4,310 | 173 | 0.83% |
| Sales Agents, Advertising | 1,930 | 80 | 0.86% |
| Sales Agents, Business Services | 4,260 | 175 | 0.90% |
| Sales Reps, Mfg and Wholesale | 12,230 | 345 | 0.75% |
| Sales Reps, Scientific Prods/Scie | 4,620 | 136 | 0.77% |
| Securities/Comdts/Finance Ser Sales Agts | 3,160 | 89 | 0.88% |
| Service Workers, NEC | 3,630 | 121 | 0.77% |
| Sheet Metal Workers | 1,510 | 54 | 0.84% |
| Shipping/Receiving/Traffic Clerks | 7,900 | 148 | 0.69% |
| Social/Human Service Assistants | 3,050 | 131 | 0.89% |
| Stock Clerks: Stockroom/Warehouse/Yard | 6,550 | 154 | 0.80% |
| Systems Analysts | 8,280 | 359 | 0.96% |
| Teacher Aides, Paraprofessional | 5,150 | 176 | 0.90% |
| Teacher Aides/Educational Assts | 3,750 | 119 | 0.89% |
| Teachers, Elementary School | 10,860 | 346 | 0.81% |
| Teachers, Preschool | 3,160 | 117 | 0.87% |
| Teachers, Secondary School | 11,420 | 514 | 0.87% |
| Teachers, Special Education | 3,170 | 103 | 0.90% |
| Teachers/ Instructors, Voc Ed/Training | 2,320 | 51 | 0.82% |
| Telemarketers/Door Sales/Related Workers | 11,070 | 543 | 0.92% |
| Telephone/Cable TV Installers/Reprs | 4,180 | 216 | 0.91% |
| Truck Drivers, Heavy | 18,900 | 556 | 0.86% |
| Truck Drivers, Light | 11,620 | 332 | 0.85% |
| Waiters & Waitresses | 17,730 | 1,098 | 0.84% |
| Welders & Cutters | 2,470 | 77 | 0.78% |
| Writers & Editors | 1,830 | 73 | 0.86% |

St. Louis Metropolitan Statistical Area

| Occupational Title | Estimated Employment 2,008 | Annual Estimated Job Openings | Annual Employment Change % |
|--|---|--|---|
| Accountants & Auditors | 10,340 | 173 | 0.66% |
| Adjustment Clerks | 3,580 | 75 | 0.62% |
| Amusement/Recreation Attendants | 7,440 | 181 | 0.87% |
| Automotive Body & Related Repairers | 2,890 | 100 | 0.77% |
| Automotive Mechanics/Service Technicians | 9,970 | 347 | 0.83% |
| Bakers, Bread & Pastry | 5,330 | 141 | 0.58% |
| Bill & Account Collectors | 2,650 | 78 | 0.76% |
| Billing/Cost/Rate Clerks | 3,440 | 93 | 0.86% |
| Brick/Stone Mason Helpers | 23,890 | 681 | 0.79% |
| Brickmasons/Blockmasons | 2,510 | 87 | 0.86% |
| Bus Drivers, School | 14,650 | 380 | 0.83% |
| Bus/Truck/Diesel Engine Mechanics | 2,840 | 79 | 0.77% |
| Carpenters | 15,930 | 542 | 0.80% |
| Carpenters/Related Helpers | 33,140 | 1,146 | 0.80% |
| Cashiers | 1,890 | 68 | 0.81% |
| Child Care Workers | 5,960 | 184 | 0.88% |
| Cleaners of Vehicles/Equipment | 33,940 | 1,711 | 0.82% |
| Computer Engineers | 3,420 | 136 | 0.94% |
| Computer Support Specialists | 6,870 | 284 | 0.95% |
| Construction Managers | 2,570 | 69 | 0.81% |
| Cooks, Fast Food | 6,090 | 141 | 0.79% |
| Cooks, Institution/Cafeteria | 5,500 | 154 | 0.69% |
| Cooks, Restaurant | 10,430 | 353 | 0.81% |
| Cooks, Short Order | 4,120 | 149 | 0.81% |
| Correctional Officers | 2,870 | 141 | 0.92% |
| Counter & Rental Clerks | 1,310 | 67 | 0.80% |
| Counter Attendants/Lunchroom/Cafeteria | 2,500 | 133 | 0.82% |
| Customer Service Reps, Util | 1,820 | 91 | 0.79% |
| Database Administrators | 1,290 | 50 | 0.90% |
| Dental Assistants | 5,270 | 152 | 0.63% |
| Dental Hygienists | 1,380 | 54 | 0.87% |
| Designers, Ex Interior | 3,170 | 86 | 0.84% |
| Driver/Sales Workers | 10,190 | 415 | 0.84% |
| Elect & Electronic Technicians/Technologists | 2,200 | 58 | 0.78% |
| Electrical & Electronics Engineers | 2,800 | 86 | 0.82% |
| Electricians | 8,140 | 217 | 0.78% |
| Emergency Medical Technicians/Paramedics | 2,850 | 95 | 0.82% |
| Excavation/Loading Machine Operers | 20,070 | 540 | 0.84% |
| Extrude/Drawng Setters/Opers, M/P | 8,780 | 288 | 0.81% |
| File Clerks | 1,050 | 89 | 0.84% |
| Fire Fighters | 2,330 | 66 | 0.75% |
| First Line Supervisors: Const/Extraction | 6,960 | 253 | 0.83% |

| | | | |
|--|--------|-------|-------|
| First Line Supervisors: Mechs/Repairers | 6,620 | 235 | 0.79% |
| First Line Supervisors: Transport | 1,790 | 53 | 0.75% |
| Food Prep/Service Workers, Fast Food | 4,730 | 151 | 0.88% |
| Food Preparation Workers | 6,170 | 151 | 0.78% |
| Food Servers | 3,810 | 129 | 0.85% |
| Food Service & Lodging Managers | 5,540 | 137 | 0.79% |
| Guards | 5,720 | 113 | 0.67% |
| Hairdressers/Hairstylists/Cosmotologists | 7,130 | 197 | 0.69% |
| Hand Packers & Packagers | 23,940 | 1,397 | 0.77% |
| Heat/AC/Refrig Mechanics/Installers | 3,200 | 87 | 0.81% |
| Highway Maintenance Workers | 5,220 | 235 | 0.90% |
| Home Health Aides | 4,110 | 163 | 0.86% |
| Hosts/Hostesses: Restaurant/Lounge | 2,880 | 117 | 0.83% |
| Hotel/Motel/Resort Desk Clerks | 2,390 | 79 | 0.82% |
| Human Res/Training/Labor Rel Specialists | 5,080 | 176 | 0.81% |
| Industrial Machinery Mechanics | 3,300 | 85 | 0.73% |
| Industrial Truck & Tractor Opers | 13,050 | 605 | 0.91% |
| Instructors/Coaches, Sports/Phy | 1,010 | 54 | 0.83% |
| Insurance Sales Agents | 3,880 | 95 | 0.68% |
| Interview Clks, Ex Personnel/Soc | 3,780 | 91 | 0.75% |
| Janitors & Cleaners | 4,920 | 178 | 0.82% |
| Laborers, Landscaping/Groundskpng | 4,730 | 206 | 0.89% |
| Laundry/Drycleaning Machine Opers | 5,830 | 295 | 0.83% |
| Legal Secretaries | 2,880 | 65 | 0.78% |
| Library Assists/Bookmobile Drivers | 1,460 | 81 | 0.83% |
| Licensed Practical/Voc Nurses | 8,230 | 237 | 0.80% |
| Loan & Credit Clerks | 1,890 | 74 | 0.87% |
| Loan Counselors & Officers | 3,600 | 144 | 0.89% |
| Maids & Housekeeping Cleaners | 5,100 | 177 | 0.75% |
| Maintenance Repairers, General Utility | 12,180 | 308 | 0.72% |
| Marketing/Sales Supervisors | 39,290 | 761 | 0.77% |
| Mechanic & Repairer Helpers | 11,910 | 679 | 0.73% |
| Med Records/Health Info Technicians | 1,410 | 61 | 0.90% |
| Medical Assistants | 5,540 | 158 | 0.85% |
| Medical Secretaries | 2,470 | 54 | 0.76% |
| New Accounts Clerks, Banking | 1,400 | 58 | 0.83% |
| Nursing Aides/Orderlies/Attends | 5,820 | 163 | 0.74% |
| Office Clerks, General | 2,730 | 98 | 0.67% |
| Office/Admin Support Supervisors/Mgrs | 19,190 | 603 | 0.81% |
| Order Fillers, Wholesale/Retail | 2,490 | 102 | 0.80% |
| Packaging/Filling Machine Opers/Tenders | 11,760 | 307 | 0.80% |
| Painters & Paperhangers | 6,760 | 233 | 0.81% |
| Paralegals & Legal Assistants | 1,450 | 60 | 0.94% |
| Parking Lot Attendants | 20,150 | 532 | 0.83% |
| Personal/Home Care Aides | 5,810 | 184 | 0.78% |
| Pharmacy Technicians | 1,530 | 55 | 0.88% |
| Physical Therapy Assistants/Aides | 1,380 | 56 | 0.88% |
| Plumbers/Pipefitters/Steamfitters | 4,600 | 61 | 0.62% |

| | | | |
|---|--------|-----|-------|
| Police Patrol Officers | 5,030 | 226 | 0.90% |
| Postal Mail Carriers | 5,590 | 98 | 0.77% |
| Property/Real Estate/Comm Assoc Mgrs | 2,370 | 57 | 0.82% |
| Purchasing Agents, Ex Wholesale/Ret/Farm | 2,290 | 61 | 0.67% |
| Radiologic Technicians/Technologists | 2,300 | 60 | 0.84% |
| Reception & Information Clerks | 2,530 | 85 | 0.82% |
| Recreation Workers | 2,460 | 89 | 0.83% |
| Registered Nurses | 27,480 | 801 | 0.84% |
| Residential Counselors | 1,660 | 61 | 0.86% |
| Respiratory Therapists | 1,510 | 64 | 0.93% |
| Retail Salespersons | 1,500 | 65 | 0.78% |
| Roofers | 10,210 | 249 | 0.85% |
| Sales Agents, Advertising | 1,700 | 58 | 0.81% |
| Sales Agents, Business Services | 2,050 | 57 | 0.74% |
| Sales Agents, Real Estate | 2,470 | 62 | 0.76% |
| Sales Reps, Manufacturing and Wholesale | 3,440 | 64 | 0.79% |
| Sales Reps, Scientific Prods/Scie | 2,210 | 60 | 0.71% |
| Securities/Comdts/Financial Serv Sales Agts | 4,840 | 153 | 0.90% |
| Service Station Attendants | 14,410 | 423 | 0.82% |
| Sheet Metal Workers | 8,390 | 276 | 0.89% |
| Social Workers, Ex Med/Psychiatric | 2,520 | 74 | 0.87% |
| Social/Human Service Assistants | 1,360 | 53 | 0.87% |
| Stock Clerks: Stockroom/Warehouse/Yard | 3,150 | 99 | 0.80% |
| Systems Analysts | 8,990 | 350 | 0.94% |
| Teacher Aides, Paraprofessional | 1,580 | 54 | 0.86% |
| Teacher Aides/Educational Assts | 2,220 | 83 | 0.78% |
| Teachers, Elementary School | 17,670 | 537 | 0.80% |
| Teachers, Kindergarten | 1,830 | 53 | 0.80% |
| Teachers, Preschool | 4,840 | 170 | 0.86% |
| Teachers, Secondary School | 16,570 | 728 | 0.86% |
| Teachers, Special Education | 5,150 | 160 | 0.89% |
| Teachers/ Instructors, Voc Ed/Training | 3,700 | 74 | 0.81% |
| Telemarketers/Door Sales/Related Workers | 2,160 | 71 | 0.79% |
| Telephone/Cable TV Installers/Repairers | 2,840 | 117 | 0.83% |
| Travel Agents | 2,760 | 59 | 0.58% |
| Truck Drivers, Heavy | 10,940 | 365 | 0.71% |
| Truck Drivers, Light | 13,910 | 374 | 0.71% |
| Waiters & Waitresses | 1,640 | 118 | 0.82% |
| Welders & Cutters | 3,640 | 97 | 0.68% |
| Writers & Editors | 1,880 | 69 | 0.84% |

Central Region

| Occupational Title | Estimated Employment 2,008 | Annual Estimated Job Openings | Annual Employment Change % |
|----------------------------------|----------------------------------|-------------------------------------|----------------------------------|
| Accountants & Auditors | 1,680 | 42 | 0.65% |
| Adjustment Clerks | 890 | 23 | 0.69% |
| Amusement/Recreation Attendants | 740 | 30 | 0.72% |
| Assemblers/Fab, Ex Mach/Elec/Pre | 3,910 | 107 | 0.65% |
| Automotive Body & Rel Repairers | 580 | 23 | 0.67% |
| Automotive Mechns/Service Techns | 2,430 | 91 | 0.68% |
| Bakers, Bread & Pastry | 390 | 15 | 0.67% |
| Bank Tellers | 1,390 | 66 | 0.62% |
| Bartenders | 850 | 39 | 0.60% |
| Bill & Account Collectors | 530 | 23 | 0.70% |
| Billing/Cost/Rate Clerks | 570 | 15 | 0.63% |
| Brickmasons/Blockmasons | 540 | 20 | 0.70% |
| Bus Drivers, School | 1,480 | 39 | 0.64% |
| Bus/Truck/Diesel Engine Mechns | 530 | 16 | 0.65% |
| Carpenters | 2,770 | 91 | 0.63% |
| Carpenters/Related Helpers | 560 | 29 | 0.65% |
| Cashiers | 8,100 | 434 | 0.68% |
| Child Care Workers | 2,070 | 57 | 0.69% |
| Civil Engineers | 480 | 15 | 0.67% |
| Cleaners of Vechicles/Equipment | 600 | 25 | 0.67% |
| Combo Mach Tool Opers/Tndrs, M/P | 410 | 17 | 0.70% |
| Computer Support Specialists | 830 | 33 | 0.75% |
| Cooks, Fast Food | 1,450 | 62 | 0.70% |
| Cooks, Institution/Cafeteria | 1,890 | 50 | 0.47% |
| Cooks, Restaurant | 2,280 | 94 | 0.69% |
| Cooks, Short Order | 410 | 18 | 0.69% |
| Correctional Officers | 3,440 | 167 | 0.73% |
| Counter & Rental Clerks | 1,000 | 54 | 0.68% |
| Counter Attendants/Lunchrm/Cftra | 790 | 68 | 0.67% |
| Dental Assistants | 530 | 18 | 0.70% |
| Dining Rm/Cafe Attds/Bar Helpers | 1,140 | 38 | 0.58% |
| Driver/Sales Workers | 760 | 22 | 0.66% |
| Electrical/Electronic Assemblers | 750 | 17 | 0.60% |
| Electricians | 1,060 | 34 | 0.66% |
| Emergency Medical Techns/Paramds | 540 | 20 | 0.68% |
| Fd Prep/Service Wkrs, Fast Food | 4,590 | 287 | 0.67% |
| Fire Fighters | 550 | 17 | 0.62% |
| First Line Supervs: Const/Extrac | 1,490 | 55 | 0.66% |
| First Line Supervs: Mechs/Rprs | 1,470 | 58 | 0.66% |
| First Line Supervs: Prod/Opertng | 1,420 | 45 | 0.60% |

| | | | |
|------------------------------------|-------|-----|-------|
| Food Preparation Workers | 2,390 | 144 | 0.65% |
| Food Servers | 300 | 25 | 0.66% |
| Food Service & Lodging Managers | 1,430 | 42 | 0.67% |
| Graduate Assistants, Teaching | 1,580 | 58 | 0.65% |
| Guards | 1,190 | 42 | 0.65% |
| Guides | 350 | 15 | 0.72% |
| Hairdressrs/Hairstylsts/Cosmtgts | 1,180 | 34 | 0.58% |
| Hand Packers & Packagers | 1,320 | 45 | 0.66% |
| Heat/AC/Refrig Mechns/Instllrs | 700 | 24 | 0.69% |
| Highway Maintenance Workers | 1,540 | 52 | 0.65% |
| Home Health Aides | 860 | 32 | 0.71% |
| Hosts/Hostesses: Rest/Lnge/Cf Sh | 640 | 29 | 0.69% |
| Human Res/Training/Lab Rel Specs | 850 | 32 | 0.67% |
| Industrial Machinery Mechanics | 660 | 20 | 0.64% |
| Industrial Truck & Tractor Opers | 840 | 20 | 0.65% |
| Ins Adjustrs/Examiners/Investgrs | 620 | 19 | 0.67% |
| Instructors/Coaches, Sports/Phy | 640 | 17 | 0.68% |
| Insurance Sales Agents | 710 | 22 | 0.64% |
| Interview Clks, Ex Personnel/Soc | 400 | 17 | 0.65% |
| Janitors & Cleaners | 4,320 | 123 | 0.63% |
| Laborers, Ldscpng/Groundskpng | 2,030 | 89 | 0.69% |
| Laundry/Drycleaning Mach Opers | 550 | 16 | 0.57% |
| Library Assists/Bkmobile Drivers | 290 | 16 | 0.66% |
| Licensed Practical/Voc Nurses | 1,900 | 52 | 0.62% |
| Loan Counselors & Officers | 540 | 21 | 0.70% |
| Machine Assemblers | 410 | 16 | 0.72% |
| Machine Operators/Tenders, NEC | 1,230 | 37 | 0.68% |
| Machinists | 660 | 19 | 0.64% |
| Maids & Housekeeping Cleaners | 2,510 | 58 | 0.60% |
| Maintenance Repairers, Gen Util | 2,700 | 78 | 0.63% |
| Marketing/Sales Supervisors | 7,990 | 193 | 0.66% |
| Mechanic & Repairer Helpers | 340 | 18 | 0.67% |
| Medical Assistants | 600 | 27 | 0.72% |
| Metal Mold/Core/Cast Mach Sttrs | 450 | 18 | 0.69% |
| Nursing Aides/Orderlies/Attends | 4,590 | 125 | 0.67% |
| Office Clerks, General | 5,660 | 217 | 0.66% |
| Office/Admin Support Supvrs/Mgrs | 3,620 | 123 | 0.67% |
| Order Clerks | 1,490 | 47 | 0.64% |
| Order Fillers, Wholesale/Retail | 530 | 20 | 0.69% |
| Packaging/Filling Mach Opers/Tndrs | 850 | 27 | 0.63% |
| Painters & Paperhangers | 1,500 | 55 | 0.67% |
| Parts Salespersons | 580 | 20 | 0.61% |
| Personal/Home Care Aides | 770 | 34 | 0.71% |
| Plumbers/Pipefitts/Steamfitts | 1,040 | 23 | 0.65% |
| Police Patrol Officers | 1,430 | 66 | 0.71% |
| Police/Detective Supvrs | 580 | 24 | 0.68% |
| Postal Mail Carriers | 740 | 25 | 0.61% |
| Psychiatric Technicians | 2,340 | 56 | 0.65% |

| | | | |
|-----------------------------------|-------|-----|-------|
| Reception & Information Clerks | 2,260 | 71 | 0.67% |
| Recreation Workers | 620 | 24 | 0.67% |
| Registered Nurses | 6,800 | 199 | 0.67% |
| Residential Counselors | 910 | 32 | 0.67% |
| Respiratory Therapists | 370 | 17 | 0.74% |
| Retail Salespersons | 9,050 | 382 | 0.65% |
| Roofers | 530 | 24 | 0.69% |
| Sales Rprs, Mfg and Wholesale | 1,760 | 59 | 0.65% |
| Sales Rprs, Scientific Prods/Scie | 630 | 21 | 0.65% |
| Secretaries, Ex Legal or Medical | 5,020 | 88 | 0.52% |
| Sheet Metal Workers | 460 | 19 | 0.70% |
| Shipping/Receiving/Traffic Clks | 1,550 | 29 | 0.54% |
| Social/Human Service Assistants | 5,340 | 220 | 0.69% |
| Stock Clks: Stockrm/Warehouse/Yd | 1,730 | 43 | 0.64% |
| Systems Analysts | 960 | 42 | 0.76% |
| Teacher Aides, Paraprofessional | 1,490 | 48 | 0.70% |
| Teacher Aides/Educational Assts | 590 | 17 | 0.69% |
| Teachers, Elementary School | 4,210 | 130 | 0.64% |
| Teachers, Preschool | 950 | 35 | 0.69% |
| Teachers, Secondary School | 3,200 | 142 | 0.68% |
| Teachers, Special Education | 1,230 | 39 | 0.71% |
| Teachers/ Instructors, VocED/Tr | 800 | 17 | 0.65% |
| Telmktrs/Door Sales/Related Wkrs | 1,850 | 85 | 0.72% |
| Truck Drivers, Heavy | 3,990 | 124 | 0.69% |
| Truck Drivers, Light | 2,920 | 87 | 0.68% |
| Waiters & Waitresses | 5,170 | 326 | 0.68% |
| Welders & Cutters | 950 | 34 | 0.67% |
| Writers & Editors | 450 | 19 | 0.68% |

Southwest Region

| Occupational Title | Estimated Employment 2,008 | Annual Estimated Job Openings | Annual Employment Change % |
|-----------------------------------|----------------------------------|-------------------------------------|----------------------------------|
| Assemblers/Fab, Ex Mach/Elec/Pre | 2,290 | 62 | 0.65% |
| Automotive Mechns/Service Techns | 970 | 32 | 0.65% |
| Bank Tellers | 760 | 35 | 0.60% |
| Carpenters | 940 | 31 | 0.63% |
| Cashiers | 3,120 | 160 | 0.66% |
| Cooks, Fast Food | 540 | 21 | 0.68% |
| Cooks, Institution/Cafeteria | 800 | 22 | 0.51% |
| Cooks, Restaurant | 720 | 28 | 0.68% |
| Correctional Officers | 330 | 16 | 0.72% |
| Counter & Rental Clerks | 400 | 21 | 0.67% |
| Counter Attendants/Lunchrm/Cftra | 420 | 35 | 0.63% |
| Fd Prep/Service Wkrs, Fast Food | 2,590 | 155 | 0.64% |
| First Line Supervs: Const/Extrac | 540 | 20 | 0.67% |
| First Line Supervs: Mechs/Rprs | 490 | 18 | 0.64% |
| First Line Supervs: Prod/Opertng | 1,190 | 38 | 0.59% |
| Food Batchmakers | 370 | 15 | 0.66% |
| Food Preparation Workers | 900 | 54 | 0.64% |
| Food Service & Lodging Managers | 600 | 18 | 0.67% |
| Guards | 490 | 16 | 0.62% |
| Hairdressrs/Hairstylsts/Cosmtgts | 490 | 15 | 0.60% |
| Hand Packers & Packagers | 1,560 | 48 | 0.62% |
| Industrial Machinery Mechanics | 630 | 18 | 0.62% |
| Industrial Truck & Tractor Opers | 1,730 | 34 | 0.63% |
| Janitors & Cleaners | 1,660 | 41 | 0.56% |
| Laborers, Ldscpng/Groundskpng | 600 | 23 | 0.66% |
| Licensed Practical/Voc Nurses | 810 | 27 | 0.67% |
| Machine Feeders & Offbearers | 550 | 21 | 0.64% |
| Maids & Housekeeping Cleaners | 870 | 24 | 0.65% |
| Maintenance Repairers, Gen Util | 1,130 | 27 | 0.55% |
| Marketing/Sales Supervisors | 3,660 | 68 | 0.60% |
| Meat/Poultry/Fish Cutters, Hand | 2,040 | 64 | 0.64% |
| Medical Assistants | 320 | 15 | 0.73% |
| Nursing Aides/Orderlies/Attends | 2,430 | 74 | 0.68% |
| Office Clerks, General | 1,990 | 70 | 0.63% |
| Office/Admin Support Supvrs/Mgrs | 1,180 | 38 | 0.65% |
| Packaging/Fillng Mach Opers/Tndrs | 400 | 15 | 0.67% |
| Reception & Information Clerks | 940 | 26 | 0.64% |
| Registered Nurses | 2,490 | 85 | 0.70% |
| Retail Salespersons | 3,790 | 153 | 0.64% |

| | | | |
|----------------------------------|-------|-----|-------|
| Sales Rprs, Mfg and Wholesale | 990 | 32 | 0.63% |
| Secretaries, Ex Legal or Medical | 1,900 | 31 | 0.00% |
| Sewing Mach Opers, Non-Garment | 950 | 36 | 0.72% |
| Social/Human Service Assistants | 400 | 16 | 0.69% |
| Stock Clerks, Sales Floor | 1,380 | 21 | 0.00% |
| Stock Clks: Stockrm/Warehouse/Yd | 650 | 15 | 0.63% |
| Teacher Aides, Paraprofessional | 610 | 20 | 0.71% |
| Teachers, Elementary School | 1,940 | 60 | 0.64% |
| Teachers, Secondary School | 1,140 | 51 | 0.68% |
| Teachers, Special Education | 470 | 15 | 0.71% |
| Telmtkrs/Door Sales/Related Wkrs | 680 | 32 | 0.72% |
| Truck Drivers, Heavy | 6,510 | 172 | 0.66% |
| Truck Drivers, Light | 1,570 | 42 | 0.66% |
| Upholsterers | 1,040 | 40 | 0.70% |
| Waiters & Waitresses | 1,990 | 122 | 0.66% |
| Welders & Cutters | 600 | 20 | 0.64% |

Ozark Region

| Occupational Title | Estimated Employment 2,008 | Annual Estimated Job Openings | Annual Employment Change % |
|----------------------------------|----------------------------------|-------------------------------------|----------------------------------|
| Accountants & Auditors | 1,330 | 40 | 0.68% |
| Adjustment Clerks | 1,010 | 29 | 0.71% |
| Amusement/Recreation Attendants | 1,070 | 38 | 0.70% |
| Assemblers/Fab, Ex Mach/Elec/Pre | 2,630 | 69 | 0.64% |
| Automotive Body & Rel Repairers | 710 | 29 | 0.67% |
| Automotive Mechns/Service Techns | 2,050 | 85 | 0.70% |
| Bakers, Bread & Pastry | 360 | 15 | 0.69% |
| Bartenders | 820 | 39 | 0.63% |
| Bill & Account Collectors | 530 | 27 | 0.73% |
| Billing/Cost/Rate Clerks | 730 | 23 | 0.66% |
| Bookkpng/Accntng/Auditng Clerks | 2,850 | 57 | 0.52% |
| Brickmasons/Blockmasons | 430 | 19 | 0.74% |
| Bus Drivers, School | 560 | 18 | 0.68% |
| Bus/Truck/Diesel Engine Mechns | 510 | 17 | 0.65% |
| Carpenters | 2,640 | 117 | 0.71% |
| Carpenters/Related Helpers | 440 | 27 | 0.72% |
| Cashiers | 7,770 | 436 | 0.70% |
| Child Care Workers | 2,090 | 60 | 0.70% |
| Cleaners of Vechicles/Equipment | 610 | 26 | 0.67% |
| Computer Programmers | 580 | 19 | 0.57% |
| Computer Support Specialists | 650 | 27 | 0.76% |
| Construction Managers | 420 | 16 | 0.72% |
| Cooks, Fast Food | 1,480 | 65 | 0.71% |
| Cooks, Institution/Cafeteria | 1,200 | 40 | 0.64% |
| Cooks, Restaurant | 2,390 | 101 | 0.70% |
| Cooks, Short Order | 340 | 15 | 0.71% |
| Correctional Officers | 800 | 39 | 0.73% |
| Counter & Rental Clerks | 970 | 50 | 0.66% |
| Counter Attendants/Lunchrm/Cftra | 840 | 73 | 0.69% |
| Dental Assistants | 560 | 22 | 0.72% |
| Designers, Ex Interior | 560 | 19 | 0.70% |
| Dining Rm/Cafe Attds/Bar Helpers | 1,030 | 37 | 0.64% |
| Dispatchers, Ex Police/Fire/Ambl | 520 | 15 | 0.67% |
| Driver/Sales Workers | 620 | 15 | 0.59% |
| Electrical/Electronic Assemblers | 910 | 28 | 0.66% |
| Electricians | 1,020 | 40 | 0.71% |
| Emergency Medical Techns/Paramds | 400 | 17 | 0.70% |
| Fd Prep/Service Wkrs, Fast Food | 4,600 | 291 | 0.68% |

| | | | |
|------------------------------------|-------|-----|-------|
| First Line Supervs: Const/Extrac | 1,250 | 58 | 0.72% |
| First Line Supervs: Mechs/Rprs | 1,240 | 51 | 0.68% |
| First Line Supervs: Prod/Opertng | 1,150 | 39 | 0.62% |
| Food Preparation Workers | 2,400 | 149 | 0.67% |
| Food Servers | 300 | 27 | 0.69% |
| Food Service & Lodging Managers | 1,390 | 43 | 0.68% |
| Graduate Assistants, Teaching | 520 | 23 | 0.70% |
| Guards | 1,490 | 57 | 0.68% |
| Hand Packers & Packagers | 1,530 | 56 | 0.67% |
| Heat/AC/Refrig Mechns/Instllrs | 600 | 24 | 0.72% |
| Highway Maintenance Workers | 380 | 15 | 0.67% |
| Home Health Aides | 960 | 37 | 0.72% |
| Hosts/Hostesses: Rest/Lnge/Cf Sh | 690 | 32 | 0.70% |
| Hotel/Motel/Resort Desk Clerks | 570 | 24 | 0.61% |
| Human Res/Training/Lab Rel Specs | 480 | 19 | 0.69% |
| Industrial Truck & Tractor Opers | 1,030 | 22 | 0.64% |
| Ins Adjustrs/Examiners/Investgrs | 440 | 16 | 0.71% |
| Instructors/Coaches, Sports/Phy | 630 | 18 | 0.70% |
| Insurance Sales Agents | 480 | 18 | 0.69% |
| Interview Clks, Ex Personnel/Soc | 310 | 15 | 0.71% |
| Janitors & Cleaners | 3,630 | 115 | 0.66% |
| Laborers, Ldscpng/Groundskpng | 1,700 | 77 | 0.70% |
| Laundry/Drycleaning Mach Opers | 680 | 20 | 0.60% |
| Licensed Practical/Voc Nurses | 1,580 | 53 | 0.67% |
| Loan Counselors & Officers | 420 | 18 | 0.72% |
| Maids & Housekeeping Cleaners | 2,800 | 80 | 0.65% |
| Maintenance Repairers, Gen Util | 2,330 | 78 | 0.66% |
| Marketing/Sales Supervisors | 7,850 | 200 | 0.66% |
| Meat/Poultry/Fish Cutters, Hand | 720 | 20 | 0.60% |
| Mechanic & Repairer Helpers | 350 | 19 | 0.66% |
| Medical Assistants | 560 | 27 | 0.74% |
| Musicians, Instrumental | 690 | 21 | 0.66% |
| Nursing Aides/Orderlies/Attends | 3,880 | 131 | 0.70% |
| Office Clerks, General | 5,280 | 217 | 0.69% |
| Office/Admin Support Supvrs/Mgrs | 2,790 | 105 | 0.69% |
| Order Clerks | 700 | 18 | 0.52% |
| Packaging/Filling Mach Opers/Tndrs | 480 | 19 | 0.68% |
| Painters & Paperhangers | 660 | 29 | 0.71% |
| Parts Salespersons | 550 | 19 | 0.62% |
| Personal/Home Care Aides | 580 | 26 | 0.70% |
| Plumbers/Pipefittrs/Steamfitrs | 810 | 26 | 0.70% |
| Police Patrol Officers | 730 | 36 | 0.73% |
| Postal Mail Carriers | 630 | 26 | 0.69% |
| Prprty/Real Est/Comm Assoc Mgrs | 590 | 22 | 0.72% |
| Reception & Information Clerks | 2,410 | 82 | 0.68% |
| Recreation Workers | 390 | 16 | 0.68% |
| Registered Nurses | 5,450 | 196 | 0.71% |
| Respiratory Therapists | 330 | 16 | 0.76% |

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|-----------------------------------|-------|-----|-------|
| Retail Salespersons | 8,840 | 407 | 0.69% |
| Roofers | 440 | 23 | 0.72% |
| Sales Agents, Business Services | 520 | 20 | 0.70% |
| Sales Agents, Real Estate | 1,150 | 43 | 0.70% |
| Sales Rprs, Mfg and Wholesale | 2,180 | 57 | 0.54% |
| Sales Rprs, Scientific Prods/Scie | 630 | 18 | 0.61% |
| Secretaries, Ex Legal or Medical | 3,720 | 80 | 0.61% |
| Service Station Attendants | 370 | 20 | 0.67% |
| Sheet Metal Workers | 430 | 19 | 0.72% |
| Shipping/Receiving/Traffic Clks | 1,590 | 36 | 0.62% |
| Social/Human Service Assistants | 870 | 42 | 0.73% |
| Stock Clerks, Sales Floor | 2,520 | 55 | 0.63% |
| Stock Clks: Stockrm/Warehouse/Yd | 1,530 | 40 | 0.66% |
| Systems Analysts | 660 | 32 | 0.78% |
| Teacher Aides, Paraprofessional | 870 | 32 | 0.72% |
| Teacher Aides/Educational Assts | 540 | 19 | 0.71% |
| Teachers, Elementary School | 2,810 | 97 | 0.67% |
| Teachers, Preschool | 560 | 21 | 0.69% |
| Teachers, Secondary School | 2,380 | 113 | 0.70% |
| Teachers, Special Education | 690 | 24 | 0.73% |
| Telephone/Cable TV Instlrs/Rprs | 380 | 16 | 0.67% |
| Telmktrs/Door Sales/Related Wkrs | 2,810 | 136 | 0.73% |
| Truck Drivers, Heavy | 6,470 | 216 | 0.70% |
| Truck Drivers, Light | 2,960 | 92 | 0.69% |
| Ushers/Lobby Atts/Ticket Takers | 800 | 25 | 0.66% |
| Waiters & Waitresses | 5,420 | 344 | 0.69% |
| Welders & Cutters | 850 | 34 | 0.69% |

South Central Region

| Occupational Title | Estimated Employment 2,008 | Annual Estimated Job Openings | Annual Employment Change % |
|----------------------------------|----------------------------------|-------------------------------------|----------------------------------|
| Assemblers/Fab, Ex Mach/Elec/Pre | 1,220 | 28 | 0.61% |
| Automotive Mechns/Service Techns | 640 | 20 | 0.63% |
| Bank Tellers | 370 | 17 | 0.56% |
| Bus Drivers, School | 600 | 17 | 0.66% |
| Carpenters | 700 | 20 | 0.52% |
| Cashiers | 2,080 | 104 | 0.65% |
| Child Care Workers | 800 | 20 | 0.68% |
| Cooks, Restaurant | 450 | 16 | 0.66% |
| Correctional Officers | 340 | 17 | 0.74% |
| Counter Attendants/Lunchrm/Cftra | 200 | 17 | 0.64% |
| Electrical/Electronic Assemblers | 530 | 15 | 0.66% |
| Fd Prep/Service Wkrs, Fast Food | 900 | 54 | 0.65% |
| Food Preparation Workers | 550 | 32 | 0.62% |
| Janitors & Cleaners | 960 | 25 | 0.59% |
| Licensed Practical/Voc Nurses | 610 | 17 | 0.62% |
| Maids & Housekeeping Cleaners | 570 | 15 | 0.63% |
| Maintenance Repairers, Gen Util | 600 | 17 | 0.61% |
| Marketing/Sales Supervisors | 3,170 | 53 | 0.57% |
| Nursing Aides/Orderlies/Attends | 1,500 | 42 | 0.68% |
| Office Clerks, General | 1,570 | 59 | 0.66% |
| Office/Admin Support Supvrs/Mgrs | 720 | 23 | 0.65% |
| Personal/Home Care Aides | 560 | 23 | 0.70% |
| Police Patrol Officers | 310 | 16 | 0.74% |
| Registered Nurses | 1,270 | 39 | 0.68% |
| Retail Salespersons | 1,970 | 77 | 0.62% |
| Sawing Machine Opers/Tenders | 490 | 18 | 0.64% |
| Secretaries, Ex Legal or Medical | 1,170 | 20 | 0.50% |
| Social/Human Service Assistants | 620 | 28 | 0.71% |
| Teacher Aides, Paraprofessional | 500 | 17 | 0.72% |
| Teachers, Elementary School | 1,300 | 43 | 0.66% |
| Teachers, Secondary School | 1,390 | 64 | 0.70% |
| Truck Drivers, Heavy | 1,690 | 49 | 0.68% |
| Truck Drivers, Light | 780 | 22 | 0.66% |
| Upholsterers | 610 | 23 | 0.70% |
| Waiters & Waitresses | 950 | 57 | 0.65% |

Southeast Region

| Occupational Title | Estimated Employment 2,008 | Annual Estimated Job Openings | Annual Employment Change % |
|-----------------------------------|----------------------------------|-------------------------------------|----------------------------------|
| Accountants & Auditors | 770 | 19 | 0.64% |
| Automotive Mechns/Service Techns | 1,230 | 40 | 0.64% |
| Bartenders | 480 | 21 | 0.00% |
| Bus Drivers, School | 660 | 16 | 0.62% |
| Carpenters | 1,490 | 49 | 0.62% |
| Cashiers | 4,590 | 236 | 0.66% |
| Child Care Workers | 1,020 | 26 | 0.68% |
| Cooks, Fast Food | 680 | 25 | 0.66% |
| Cooks, Restaurant | 1,070 | 37 | 0.65% |
| Correctional Officers | 700 | 39 | 0.75% |
| Counter & Rental Clerks | 480 | 23 | 0.63% |
| Counter Attendants/Lunchrm/Cftra | 340 | 29 | 0.63% |
| Dining Rm/Cafe Attnds/Bar Helpers | 490 | 16 | 0.54% |
| Electricians | 620 | 18 | 0.66% |
| Emergency Medical Techns/Paramds | 490 | 20 | 0.68% |
| Fd Prep/Service Wkrs, Fast Food | 2,210 | 130 | 0.63% |
| First Line Supervs: Const/Extrac | 760 | 27 | 0.66% |
| First Line Supervs: Mechs/Rprs | 710 | 27 | 0.64% |
| First Line Supervs: Prod/Opertng | 1,290 | 40 | 0.58% |
| Food Preparation Workers | 1,280 | 74 | 0.60% |
| Food Service & Lodging Managers | 610 | 16 | 0.65% |
| Guards | 520 | 15 | 0.60% |
| Hand Packers & Packagers | 1,120 | 36 | 0.63% |
| Highway Maintenance Workers | 410 | 15 | 0.68% |
| Home Health Aides | 800 | 24 | 0.69% |
| Industrial Machinery Mechanics | 670 | 17 | 0.59% |
| Industrial Truck & Tractor Opers | 910 | 16 | 0.60% |
| Janitors & Cleaners | 1,940 | 45 | 0.50% |
| Laborers, Ldscpng/Groundskpng | 730 | 28 | 0.65% |
| Licensed Practical/Voc Nurses | 1,250 | 32 | 0.59% |
| Maids & Housekeeping Cleaners | 1,180 | 27 | 0.59% |
| Maintenance Repairers, Gen Util | 1,430 | 39 | 0.61% |
| Marketing/Sales Supervisors | 4,530 | 75 | 0.58% |
| Met Mold/Core/Cast Mach Ops/Tdrs | 880 | 26 | 0.61% |

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|-----------------------------------|-------|-----|-------|
| Nursing Aides/Orderlies/Attends | 3,600 | 90 | 0.66% |
| Office Clerks, General | 2,960 | 100 | 0.63% |
| Office/Admin Support Supvrs/Mgrs | 1,600 | 49 | 0.64% |
| Packaging/Filling Mach Oprs/Tndrs | 480 | 16 | 0.64% |
| Paper Goods Machine Setters/Oprs | 1,150 | 38 | 0.67% |
| Parts Salespersons | 480 | 15 | 0.00% |
| Personal/Home Care Aides | 1,810 | 75 | 0.70% |
| Police Patrol Officers | 670 | 30 | 0.72% |
| Postal Mail Carriers | 460 | 16 | 0.64% |
| Reception & Information Clerks | 1,100 | 27 | 0.61% |
| Registered Nurses | 3,140 | 89 | 0.66% |
| Retail Salespersons | 4,380 | 170 | 0.62% |
| Social/Human Service Assistants | 1,070 | 55 | 0.74% |
| Stock Clks: Stockrm/Warehouse/Yd | 1,000 | 24 | 0.64% |
| Teacher Aides, Paraprofessional | 540 | 17 | 0.71% |
| Teachers, Elementary School | 1,870 | 55 | 0.62% |
| Teachers, Preschool | 490 | 17 | 0.69% |
| Teachers, Secondary School | 2,400 | 103 | 0.67% |
| Teachers, Special Education | 590 | 18 | 0.71% |
| Telmktrs/Door Sales/Related Wkrs | 700 | 28 | 0.69% |
| Truck Drivers, Heavy | 3,670 | 92 | 0.65% |
| Truck Drivers, Light | 1,730 | 40 | 0.64% |
| Waiters & Waitresses | 2,370 | 142 | 0.64% |
| Welders & Cutters | 560 | 18 | 0.61% |

West Central Region

| Occupational Title | Estimated Employment 2,008 | Annual Estimated Job Openings | Annual Employment Change % |
|----------------------------------|----------------------------------|-------------------------------------|----------------------------------|
| Assemblers/Fab, Ex Mach/Elec/Pre | 1,300 | 29 | 0.60% |
| Automotive Mechns/Service Techns | 750 | 22 | 0.61% |
| Bank Tellers | 780 | 36 | 0.58% |
| Carpenters | 1,120 | 34 | 0.60% |
| Cashiers | 3,580 | 184 | 0.66% |
| Child Care Workers | 870 | 21 | 0.67% |
| Cooks, Fast Food | 470 | 15 | 0.64% |
| Cooks, Restaurant | 730 | 25 | 0.64% |
| Correctional Officers | 580 | 26 | 0.71% |
| Counter & Rental Clerks | 330 | 15 | 0.60% |
| Counter Attendants/Lunchrm/Cftra | 250 | 21 | 0.58% |
| Fd Prep/Service Wkrs, Fast Food | 1,450 | 82 | 0.58% |
| First Line Supervs: Const/Extrac | 440 | 15 | 0.65% |
| First Line Supervs: Mechs/Rprs | 550 | 18 | 0.57% |
| First Line Supervs: Prod/Opertng | 760 | 21 | 0.51% |
| Food Preparation Workers | 860 | 48 | 0.57% |
| Hand Packers & Packagers | 600 | 17 | 0.59% |
| Industrial Machinery Mechanics | 580 | 16 | 0.61% |
| Janitors & Cleaners | 1,420 | 31 | 0.00% |
| Laborers, Ldscpng/Groundskpng | 660 | 26 | 0.66% |
| Licensed Practical/Voc Nurses | 790 | 17 | 0.00% |
| Maids & Housekeeping Cleaners | 730 | 16 | 0.58% |
| Maintenance Repairers, Gen Util | 890 | 21 | 0.00% |
| Marketing/Sales Supervisors | 3,060 | 43 | 0.50% |
| Meat/Poultry/Fish Cutters, Hand | 1,550 | 49 | 0.64% |
| Met Mold/Core/Cast Mach Ops/Tdrs | 410 | 15 | 0.69% |
| Nursing Aides/Orderlies/Attends | 2,120 | 47 | 0.63% |
| Office Clerks, General | 1,670 | 57 | 0.62% |
| Office/Admin Support Supvrs/Mgrs | 960 | 29 | 0.64% |
| Police Patrol Officers | 560 | 25 | 0.71% |
| Registered Nurses | 1,410 | 37 | 0.65% |
| Retail Salespersons | 2,720 | 107 | 0.62% |
| Social/Human Service Assistants | 880 | 32 | 0.67% |
| Teacher Aides, Paraprofessional | 570 | 17 | 0.70% |
| Teachers, Elementary School | 1,830 | 51 | 0.95% |

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|----------------------------------|-------|----|-------|
| Teachers, Secondary School | 1,550 | 65 | 0.67% |
| Telmktrs/Door Sales/Related Wkrs | 560 | 23 | 0.70% |
| Truck Drivers, Heavy | 1,640 | 39 | 0.64% |
| Truck Drivers, Light | 910 | 17 | 0.58% |
| Waiters & Waitresses | 1,620 | 95 | 0.62% |

Northeast Region

| Occupational Title | Estimated Employment 2,008 | Annual Estimated Job Openings | Annual Employment Change % |
|----------------------------------|----------------------------------|-------------------------------------|----------------------------------|
| Assemblers/Fab, Ex Mach/Elec/Pre | 1,480 | 31 | 0.0057 |
| Automotive Mechns/Service Techns | 780 | 28 | 0.66% |
| Bus Drivers, School | 550 | 15 | 0.0064 |
| Carpenters | 1,130 | 40 | 0.65% |
| Cashiers | 2,980 | 158 | 0.0067 |
| Child Care Workers | 670 | 17 | 0.0067 |
| Cooks, Restaurant | 760 | 29 | 0.67% |
| Correctional Officers | 470 | 23 | 0.72% |
| Counter & Rental Clerks | 320 | 16 | 0.0065 |
| Fd Prep/Service Wkrs, Fast Food | 2,310 | 138 | 0.0064 |
| First Line Supervs: Const/Extrac | 610 | 24 | 0.68% |
| First Line Supervs: Mechs/Rprs | 450 | 16 | 0.63% |
| First Line Supervs: Prod/Opertng | 660 | 20 | 0.56% |
| Food Preparation Workers | 610 | 36 | 0.0061 |
| Hand Packers & Packagers | 710 | 19 | 0.0056 |
| Janitors & Cleaners | 1,260 | 32 | 0.0059 |
| Laborers, Ldscpng/Groundskpng | 810 | 33 | 0.0067 |
| Licensed Practical/Voc Nurses | 610 | 16 | 0.61% |
| Machine Assemblers | 500 | 18 | 0.0069 |
| Maintenance Repairers, Gen Util | 800 | 20 | 0.55% |
| Marketing/Sales Supervisors | 2,870 | 59 | 0.63% |
| Metal Mold/Core/Cast Mach Sttrs | 380 | 17 | 0.0072 |
| Nursing Aides/Orderlies/Attends | 2,240 | 52 | 0.0064 |
| Office Clerks, General | 1,670 | 61 | 0.0065 |
| Office/Admin Support Supvrs/Mgrs | 880 | 27 | 0.64% |
| Personal/Home Care Aides | 360 | 15 | 0.0070 |
| Police Patrol Officers | 480 | 20 | 0.70% |
| Reception & Information Clerks | 640 | 16 | 0.0062 |
| Registered Nurses | 1,430 | 40 | 0.66% |
| Retail Salespersons | 2,580 | 107 | 0.0064 |
| Sales Rprs, Mfg and Wholesale | 560 | 15 | 0.0057 |
| Social/Human Service Assistants | 910 | 39 | 0.0070 |
| Teacher Aides, Paraprofessional | 600 | 20 | 0.0071 |
| Teachers, Elementary School | 1,570 | 48 | 0.63% |

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|----------------------------------|-------|----|--------|
| Teachers, Secondary School | 2,090 | 92 | 0.68% |
| Teachers, Special Education | 540 | 16 | 0.71% |
| Telmktrs/Door Sales/Related Wkrs | 360 | 16 | 0.0071 |
| Truck Drivers, Heavy | 1,810 | 46 | 0.0066 |
| Truck Drivers, Light | 810 | 20 | 0.0065 |
| Waiters & Waitresses | 1,410 | 85 | 0.0065 |

Northwest Region

| Occupational Title | Estimated Employment 2,008 | Annual Estimated Job Openings | Annual Employment Change % |
|----------------------------------|----------------------------------|-------------------------------------|----------------------------------|
| Assemblers/Fab, Ex Mach/Elec/Pre | 1,600 | 48 | 0.63% |
| Automotive Mechns/Service Techns | 2,070 | 91 | 0.68% |
| Bus Drivers, School | 2,060 | 61 | 0.67% |
| Carpenters | 810 | 22 | 0.62% |
| Cashiers | 3,420 | 57 | 0.58% |
| Cooks, Fast Food | 1,130 | 33 | 0.62% |
| Cooks, Restaurant | 470 | 20 | 0.71% |
| Correctional Officers | 600 | 30 | 0.74% |
| Counter Attendants/Lunchrm/Cftra | 630 | 23 | 0.66% |
| Electricians | 490 | 17 | 0.60% |
| Fd Prep/Service Wkrs, Fast Food | 680 | 26 | 0.66% |
| First Line Supervs: Const/Extrac | 590 | 16 | 0.53% |
| First Line Supervs: Mechs/Rprs | 830 | 27 | 0.64% |
| First Line Supervs: Prod/Opertng | 1,090 | 34 | 0.61% |
| Food Preparation Workers | 520 | 15 | 0.63% |
| Laborers, Ldscpng/Groundskpng | 1,310 | 53 | 0.69% |
| Licensed Practical/Voc Nurses | 520 | 17 | 0.70% |
| Maids & Housekeeping Cleaners | 600 | 16 | 0.57% |
| Marketing/Sales Supervisors | 2,770 | 109 | 0.62% |
| Meat/Poultry/Fish Cutters, Hand | 2,980 | 150 | 0.65% |
| Nursing Aides/Orderlies/Attends | 470 | 20 | 0.70% |
| Office Clerks, General | 860 | 19 | 0.57% |
| Office/Admin Support Supvrs/Mgrs | 1,960 | 64 | 0.61% |
| Police Patrol Officers | 1,240 | 74 | 0.64% |
| Reception & Information Clerks | 270 | 23 | 0.62% |
| Registered Nurses | 470 | 18 | 0.67% |
| Retail Salespersons | 1,160 | 66 | 0.59% |
| Sales Rprs, Mfg and Wholesale | 2,580 | 152 | 0.63% |
| Social/Human Service Assistants | 2,440 | 60 | 0.65% |
| Teacher Aides, Paraprofessional | 720 | 16 | 0.58% |
| Teachers, Elementary School | 660 | 25 | 0.64% |
| Teachers, Secondary School | 440 | 15 | 0.66% |
| Telmktrs/Door Sales/Related Wkrs | 690 | 15 | 0.60% |

| | | | |
|----------------------|-------|----|-------|
| Truck Drivers, Heavy | 1,460 | 36 | 0.65% |
| Truck Drivers, Light | 1,340 | 30 | 0.64% |
| Waiters & Waitresses | 540 | 15 | 0.65% |

Statewide Listing

| Occupational Title | Estimated Employment 2,008 | Annual Estimated Job Openings | Annual Employment Change % |
|--|----------------------------------|-------------------------------------|----------------------------------|
| Accountants & Auditors | 21,080 | 430 | 0.76% |
| Adjustment Clerks | 14,940 | 370 | 0.87% |
| Amusement/Recreation Attendants | 12,680 | 440 | 0.87% |
| Assemblers/Fabricators, Exc Mach/Elec/Prec | 36,180 | 730 | 0.70% |
| Automotive Body & Related Repairers | 5,900 | 200 | 0.76% |
| Automotive Mechanics/Service Technicians | 20,100 | 670 | 0.81% |
| Bakers, Bread & Pastry | 3,970 | 140 | 0.82% |
| Bill & Account Collectors | 8,460 | 350 | 0.87% |
| Billing/Cost/Rate Clerks | 7,700 | 190 | 0.75% |
| Brick/Stone Mason Helpers | 1,900 | 100 | 0.82% |
| Brickmasons/Blockmasons | 4,680 | 160 | 0.85% |
| Bus Drivers, School | 12,210 | 320 | 0.80% |
| Bus Drivers, Transit/Intercity | 3,490 | 100 | 0.82% |
| Bus/Truck/Diesel Engine Mechanics | 6,100 | 170 | 0.77% |
| Carpenters | 27,690 | 910 | 0.78% |
| Carpenters/Related Helpers | 4,920 | 260 | 0.82% |
| Cashiers | 72,800 | 3,720 | 0.83% |
| Child Care Workers | 19,240 | 540 | 0.87% |
| Civil Engineers | 4,450 | 140 | 0.84% |
| Cleaners of Vehicles/Equipment | 5,510 | 220 | 0.81% |
| Computer Engineers | 6,190 | 280 | 0.97% |
| Computer Programmers | 12,260 | 380 | 0.55% |
| Computer Support Specialists | 13,540 | 600 | 0.96% |
| Construction Managers | 4,970 | 150 | 0.83% |
| Cooks, Fast Food | 13,580 | 480 | 0.82% |
| Cooks, Institution/Cafeteria | 12,040 | 350 | 0.70% |
| Cooks, Restaurant | 21,170 | 740 | 0.82% |
| Cooks, Short Order | 3,490 | 120 | 0.82% |
| Correctional Officers | 10,160 | 470 | 0.90% |
| Counter & Rental Clerks | 11,780 | 590 | 0.83% |
| Counter Attendants/Lunchroom/Cafeteria | 8,380 | 710 | 0.77% |
| Crush/Grind/Mix Mach Operers/Tenders | 4,720 | 130 | 0.74% |

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|---|--------|-------|-------|
| Customer Service Reps, Util | 4,710 | 150 | 0.81% |
| Dental Assistants | 6,180 | 220 | 0.89% |
| Dental Hygienists | 2,610 | 110 | 0.89% |
| Designers, Exc Interior | 6,050 | 170 | 0.85% |
| Dispatchers, Exc Police/Fire/Ambulance | 4,450 | 100 | 0.77% |
| Drafters | 5,990 | 180 | 0.78% |
| Driver/Sales Workers | 7,250 | 160 | 0.70% |
| Elect & Electronic Technicians/Technologists | 4,230 | 130 | 0.82% |
| Electrical & Electronics Engineers | 5,330 | 180 | 0.84% |
| Electricians | 14,620 | 410 | 0.80% |
| Emergency Medical Technicians/Paramedics | 6,220 | 230 | 0.85% |
| Exavation/Loading Mach Opers | 3,380 | 120 | 0.87% |
| File Clerks | 5,700 | 210 | 0.70% |
| Fire Fighters | 5,400 | 160 | 0.78% |
| First Line Supervisors: Construction/Extraction | 13,060 | 480 | 0.83% |
| First Line Supervisors: Helpers/Laborers | 3,780 | 120 | 0.75% |
| First Line Supervisors: Mechanics/Repair | 13,740 | 490 | 0.79% |
| First Line Supervisors: Production/Opers | 16,090 | 470 | 0.65% |
| First Line Supervisors: Transportation | 3,750 | 120 | 0.78% |
| Flight Attendants | 3,540 | 120 | 0.84% |
| Food Prep/Service Workers, Fast Food | 44,670 | 2,610 | 0.78% |
| Food Preparation Workers | 24,810 | 1,430 | 0.75% |
| Food Servers | 2,370 | 210 | 0.84% |
| Food Service & Lodging Managers | 11,170 | 290 | 0.80% |
| Graduate Assistants, Teaching | 2,520 | 110 | 0.86% |
| Guards | 16,800 | 560 | 0.81% |
| Hand Packers & Packagers | 22,050 | 810 | 0.84% |
| Heating/AC/Refrigeration Mechanics/Installers | 6,480 | 200 | 0.84% |
| Highway Maintenance Workers | 6,690 | 210 | 0.81% |
| Home Health Aides | 10,100 | 360 | 0.90% |
| Hosts/Hostesses: Restaurant/Lounge | 6,040 | 240 | 0.83% |
| Hotel/Motel/Resort Desk Clerks | 3,680 | 150 | 0.76% |
| Human Res/Training/Labor Relations Specialists | 9,260 | 320 | 0.81% |
| Industrial Machinery Mechanics | 7,790 | 220 | 0.77% |
| Industrial Truck & Tractor Opers | 12,980 | 260 | 0.80% |
| Instructors/Coaches, Sports/Physical Training | 7,200 | 180 | 0.85% |
| Insurance Adjusters/Examiners/Investigators | 4,510 | 130 | 0.83% |
| Insurance Claims Clerks | 4,940 | 120 | 0.79% |
| Insurance Sales Agents | 7,700 | 190 | 0.71% |
| Interview Clerks, Exc Personnel/Social Welfare | 4,220 | 190 | 0.87% |
| Janitors & Cleaners | 45,130 | 1,210 | 0.77% |
| Laborers, Landscaping/Groundskeeping | 19,470 | 820 | 0.86% |
| Laundry/Drycleaning Mach Opers | 5,590 | 160 | 0.76% |
| Legal Secretaries | 5,760 | 160 | 0.83% |
| Library Assistants/Bookmobile Drivers | 3,340 | 190 | 0.84% |
| Licensed Practical/Voc Nurses | 17,630 | 500 | 0.79% |
| Loan Counselors & Officers | 5,910 | 190 | 0.83% |

| | | | |
|--|--------|-------|-------|
| Machine Feeders & Offbearers | 4,290 | 130 | 0.63% |
| Machinists | 7,740 | 170 | 0.68% |
| Maids & Housekeeping Cleaners | 25,340 | 660 | 0.79% |
| Maintenance Repairers, General Utility | 26,010 | 690 | 0.75% |
| Marketing/Sales Supervisors | 79,380 | 1,690 | 0.80% |
| Meat/Poultry/Fish Cutters, Hand | 5,640 | 220 | 0.88% |
| Mechanic & Repairer Helpers | 3,770 | 190 | 0.79% |
| Mechanical Engineers | 3,650 | 100 | 0.82% |
| Med Records/Health Info Technicians | 2,830 | 120 | 0.89% |
| Medical Assistants | 7,600 | 360 | 0.92% |
| Medical Secretaries | 4,790 | 100 | 0.74% |
| New Accounts Clerks, Banking | 2,680 | 110 | 0.82% |
| Nursing Aides/Orderlies/Attendants | 44,370 | 1,210 | 0.84% |
| Office Clerks, General | 67,920 | 2,410 | 0.81% |
| Office/Admin Support Supervisors/Mgrs | 39,250 | 1,250 | 0.82% |
| Order Fillers, Wholesale/Retail | 6,700 | 220 | 0.82% |
| Packaging/Filling Mach Opers/Tenders | 10,650 | 310 | 0.75% |
| Painters & Paperhangers | 9,320 | 300 | 0.79% |
| Paralegals & Legal Assistants | 2,890 | 130 | 0.95% |
| Parking Lot Attendants | 2,810 | 110 | 0.89% |
| Parts Salespersons | 6,690 | 190 | 0.52% |
| Personal/Home Care Aides | 9,450 | 430 | 0.90% |
| Pharmacy Technicians | 3,480 | 120 | 0.84% |
| Physical Therapy Assistants/Aides | 2,760 | 120 | 0.89% |
| Plastic Mold/Cast Mach Opers/Tenders | 3,030 | 110 | 0.84% |
| Plumbers/Pipefitters/Steamfitters | 9,160 | 170 | 0.76% |
| Police Patrol Officers | 11,950 | 550 | 0.90% |
| Police/Detective Supervisors | 3,210 | 120 | 0.82% |
| Postal Mail Carriers | 8,090 | 280 | 0.79% |
| Printing Press Mach Opers/Tenders | 3,960 | 100 | 0.75% |
| Property/Real Est/Comm Assoc Mgrs | 4,690 | 130 | 0.85% |
| Psychiatric Technicians | 6,700 | 130 | 0.77% |
| Purchasing Agents, Exc Wholesale/Retail/Farm | 4,060 | 120 | 0.72% |
| Radiologic Technicians/Technologists | 4,490 | 110 | 0.81% |
| Reception & Information Clerks | 28,660 | 890 | 0.84% |
| Recreation Workers | 5,400 | 200 | 0.84% |
| Registered Nurses | 57,200 | 1,600 | 0.83% |
| Residential Counselors | 4,480 | 170 | 0.87% |
| Respiratory Therapists | 3,070 | 120 | 0.92% |
| Retail Salespersons | 92,740 | 3,840 | 0.81% |
| Roofers | 4,740 | 200 | 0.81% |
| Sales Agents, Advertising | 3,960 | 140 | 0.81% |
| Sales Agents, Business Services | 7,640 | 280 | 0.87% |
| Sales Agents, Real Estate | 4,720 | 130 | 0.79% |
| Sales Reps, Mfg and Wholesale | 28,360 | 790 | 0.74% |
| Sales Reps, Scientific Products/Services | 11,000 | 340 | 0.78% |
| Securities/Comdts/Finance Serv Sales Agents | 8,230 | 280 | 0.91% |

| | | | |
|--|--------|-------|-------|
| Service Station Attendants | 3,130 | 140 | 0.00% |
| Sheet Metal Workers | 4,790 | 150 | 0.81% |
| Shipping/Receiving/Traffic Clerks | 20,160 | 350 | 0.55% |
| Social Workers, Exc Medical/Psychtric | 5,470 | 180 | 0.89% |
| Stock Clerks: Stockroom/Warehouse | 17,580 | 380 | 0.78% |
| Surgical Technologists | 2,000 | 100 | 0.91% |
| Systems Analysts | 16,930 | 720 | 0.96% |
| Teacher Aides, Paraprofessional | 18,650 | 610 | 0.89% |
| Teacher Aides/Educational Assistants | 12,990 | 420 | 0.89% |
| Teachers, Elementary School | 38,970 | 1,200 | 0.80% |
| Teachers, Kindergarten | 4,050 | 120 | 0.81% |
| Teachers, Preschool | 9,870 | 380 | 0.88% |
| Teachers, Secondary School | 36,670 | 1,620 | 0.86% |
| Teachers, Special Education | 11,430 | 360 | 0.90% |
| Teachers/ Instructors, Voc Ed/Training | 7,870 | 160 | 0.80% |
| Telemarketers/Door Sales/Related Workers | 23,670 | 1,070 | 0.90% |
| Telephone/Cable TV Installers/Repairers | 6,520 | 300 | 0.87% |
| Tire Repairers & Changers | 2,030 | 100 | 0.78% |
| Travel Agents | 4,280 | 110 | 0.73% |
| Truck Drivers, Heavy | 49,220 | 1,290 | 0.83% |
| Truck Drivers, Light | 30,160 | 810 | 0.84% |
| Waiters & Waitresses | 48,890 | 2,890 | 0.79% |
| Water & Waste Treat Plant Opers | 2,820 | 100 | 0.83% |
| Welders & Cutters | 8,180 | 250 | 0.77% |
| Writers & Editors | 3,950 | 150 | 0.84% |

The following crosswalk of CIP codes and high demand occupations from the statewide list should be used when completing the grant application. There may be additional CIP codes and demand occupations in Local Workforce Investment Areas (LWIA's).

| Agriculture Occupations in Demand | | |
|---|---|--|
| CIP Code | Occupations | Typical Course Titles |
| 01.0105 | Marketing, Sales, Cashiers | Agri. Business |
| 01.0401 | Meat/Poultry/Fish Cutters, Aqua Culture | Ag/Food Prod. Processing |
| 01.0205 | Bus/Truck/Diesel Engine Mechanics | Ag. Diesel Mechanics |
| 01.0601 | Laborers, Landscapers, Groundskeeper | Agiculture, Turf Management, Landscaping |
| Business Occupations in Demand | | |
| CIP Code | Occupations | Typical Course Titles |
| 52.0302 | Accountants/Auditors | Accounting I, II |
| 11.0202 | Computer Programmers | Computer Programming |
| 11.0901 | Computer Support Specialists | Network Administration/CISCO |
| 22.0301 | Legal Secretaries, Paralegals/Legal Assistant | Legal Secretary |
| 51.0716 | Medical Secretaries, Medical Records Techs | Medical Secretary |
| 52.0408 | Office Clerks/Collectors/Order Fillers/Travel Agents | Business Technology, CIS, Desktop Publishing |
| 52.0803 | Insurance Sales Agents, Insurance Claim Clerks, Insurance Adj., Bill & Collectors, Billing Clerks, etc. | Banking & Finance |
| Marketing Occupations in Demand | | |
| CIP Codes | Occupations | Typical Course Titles |
| 52.1401 | Sales/Clerks/Cashiers | Marketing I, II Retailing |
| 52.1801 | Sales/Clerks/Cashiers/Hosts/Hostesses | COE, Entrepreneurship |
| Occupational FACS Occupations in Demand | | |
| CIP Codes | Occupations | Typical Course Titles |
| 19.0709 | Child Care Workers | Child Care |
| 19.0699 | Janitors and Cleaners | Custodial Housekeeping |
| Trade and Industrial Occupations in Demand | | |
| CIP Codes | Occupations | Typical Course Titles |
| 15.1202 | System Analysts | Computer Maint. CISCO |
| 12.0503 | Cooks, Bakers, Food Preparation Workers | Culinary Arts |
| 12.0504 | Food Service Lodging Mgrs. | Hospitality |
| 43.0107 | Police Patrol Officers | Law Enforcement |
| 43.0203 | Fire Fighters | Fire Science |
| 46.0101 | Brick Masons | Building Trades, Masonry |
| 46.0201 | Carpenters | Building Trades, Carpentry |
| 46.0302 | Electricians | Building Trades, Res. |

| | | |
|---|---|---|
| | | Wiring |
| 46.0401 | Maintenance Repairers, Gen. Util. | Building Maintenance |
| 46.0503 | Plumbers/Pipe Fitters/Steamfitters | Building Trades, Plumbing |
| 47.0303 | Industrial Machinery Mechanics | Industrial Manufacturing |
| 47.0101 / 47.0105 | Electrical Electronic Technicians | Electronics |
| 47.0201 | Heat, A/C, Refrig. Mechanics/Installers | Heating & A/C, HVAC |
| 47.0603 | Auto Body & Rel. Repairers | Auto Collision |
| 47.0604 | Auto Mech. Service Technicians | Auto Mechanics |
| 47.0605 | Bus/Truck/Diesel/Engine Mechanics | Diesel Mechanics, Heavy Equip. Repair |
| 48.0501 | Machinists | Precision Machining |
| 48.0508 | Welders & Cutters | Welding, Metal Fabrication |
| 49.0202 | Excavation/Loading Machine Operators | Heavy Equipment Operator |
| 49.0205 | Truck & Bus Drivers | Truck Driving |
| 48.0506 | Sheet Metal Workers | Building Trades, Sheet Metal |
| 10.0305 | Printing Press Mach Operators/Tenders | Graphic Arts |
| 15.1301 | Drafters | Drafting, CAD Drafting |
| 50.0402 / 50.0404 | Designers, Exc. Interior | Ind. Design, Commercial Art |
| Health Science Occupations in Demand | | |
| CIP Codes | Occupations | Typical Course Titles |
| 51.0601 | Dental Assistant | Dental Assisting |
| 51.0602 | Dental Hygienist | Dental Hygiene |
| 51.0707 | Medical Records/Health Information Technicians | Medical Transcription, Medical Records |
| 51.0801 | Medical Assistant | Medical Assistant |
| 51.0806 | Physical Therapy Assistants/Aides | Physical Therapy |
| 51.0904 | EMT's/Paramedics | EMT, Paramedic |
| 51.0907 | Radiologic Technicians | Radiology, Radiology Tech. |
| 51.0908 | Respiratory Therapists | Respiratory Therapy |
| 51.0909 | Surgical Technologists | Surgical Technician |
| 51.1601 | Registered Nurses | Registered Nursing |
| 51.1613 | Licensed Pract/Voc. Nurses | Practical Nursing |
| 51.1614 | Nursing Aides/Orderlies/Attendants | Health Occupations, CNA |
| 51.2602 | Home Health Aide/Personal/Home Care Aide | Health Aide |

Annual Funding Priorities

FY 2004 Vocational-Technical Education Enhancement Grant

The Department of Elementary and Secondary Education has established the following funding priorities for the Vocational-Technical Education Enhancement Grant Program for Fiscal Year 2004. In the event that there are more requests for grant funds within approvable grant proposals than the amount of appropriated funds for this grant program, the Department will utilize these criteria, in the order that they appear.

1. Occupational vocational education programs that address high demand occupations in Local Workforce Investment Areas.
2. Occupational vocational education programs that address high demand occupations statewide.
3. Occupational vocational education programs that are documented to have at least 10 exiters/completers per year in an employment related area at a rate of 80% or higher for the two previous years.

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION
Division of Vocational and Adult Education
P.O. Box 480
Jefferson City, Missouri 65102-0480

Application for
Vocational-Technical Education Enhancement Grant Award

| | |
|----------------------|-----------------------------|
| 123 - 456 | Anytown R-I School District |
| County District Code | |
| Institution Name | Very Special High School |
| Address | 999 Somewhere Street |
| | Anytown, MO 65111 |

The applicant assures that if funds are made available through the Vocational-Technical Education Enhancement Grant Award Program that:

- A. Fiscal and property management control, and fund accounting procedures are in place and operational.
- B. Funds from local sources will be allocated and expended for instructional equipment for occupational vocational education programs as described in the grant proposal in an amount equal to or greater than twenty-five percent (25%) of the grant expenditure for this purpose.
- C. Funds from local sources will be allocated and expended for other allowable purposes than instructional equipment as delineated in the grant proposal in an amount equal to or greater than fifty percent (50%) of the grant expenditure for these purposes.
- D. Seventy-five percent (75%) of grant funds will be expended for new or existing occupational vocational education programs, curriculum enhancement, or instructional equipment that address high demand occupations.
- E. An advisory committee has been established and the names and affiliation of each member is available for review at the local level.
- F. The grant recipient will comply with all reporting requirements of the Department relating to this grant award program.
- G. Secondary student performance standards have been or will be established within the district that lead to or qualify students for graduation, and these standards will be revised to meet or exceed the Show-Me Standards adopted by the State Board of Education.
- H. Prior to the close of the fiscal year of the grant award, a plan will be developed, with the assistance of the prescribed advisory committee, to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities (*applies only to local education agencies that have not previously received grant funds*).
- I. Prior to the close of the fiscal year of the grant award, a report will be forwarded to the Department describing the accomplishments made toward the implementation of the plan to ensure that graduates proceed to a college or a high wage job with work place skill development opportunities and any modifications to the initial plan (*applies only to local education agencies that have previously received grant funds*).
- J. Any facility improvement made available through the expenditure of grant funds will comply with all federal, state, and local building codes, and with the accessibility requirements specified by the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

- K. All equipment purchases must be physically located in the instructional area approved in the grant application unless explicit approval is obtained under Department regulations regarding equipment disposition.
- L. All grant funds must be incurred and expended, **not encumbered**, prior to March 31, 2004.

The applicant requests that the following amount of **state grant funds** be made available from the Department to implement the programs and/or activities described in the attached grant proposal: \$ _____

By submitting this application, the applicant assures a commitment to implement the improvements described in the attached grant proposal.

January 30, 2003

Date

Signature of Chief Administrator



Application for Authorization of Vocational Education Expenditures

PLEASE READ INSTRUCTIONS ON REVERSE SIDE.

| | | |
|--|-------------------------|---|
| Fiscal Year Ending: June 30, 2004 | Vendor Code: 123-456 | Local Education Agency (LEA): Any Town R-1 School District |
| Program Codes (Program and Type): 15-24 | | Mailing Address: 999 Somewhere Street |
| Description of Program: Enhancement Grant | | City and Zip Code: Any Town, Missouri 65111 |

Items Submitted For Approval

| Description of Items | Quantity | Estimated Unit Cost | Estimated Total Cost |
|--|----------|---------------------|----------------------|
| 52.0408 Business Technology | | \$ | \$ |
| Equipment | | | |
| ABC Computers | 35 | 2000 | 70000 |
| XYZ Printers | 8 | 1250 | 10000 |
| Other | | | |
| ABC Software | 1 | 14820 | 14820 |
| XYZ Software | 1 | 180 | 180 |
| Curriculum | | | |
| Purchased curriculum materials | 1 | 5500 | 5500 |
| Desktop Publishing | 1 | 500 | 500 |
| Facility | | | |
| Renovation of Business Technology laboratory | | 10000 | 10000 |
| Total Estimated Cost | | \$ | 111000 |

CERTIFICATION

The local education agency hereby requests authorization to expend funds for Vocational Education as described on this form to be used for instructional programs approved under the provisions of the State Plan for Vocational Education.

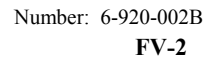
It is understood that the title to equipment and teaching aids is to be vested in the school district with accountability to the Department of Elementary and Secondary Education. No disposition or diversion of use may be made without written Department approval. If such property is sold or no longer used for the purposes requested and approved, the Department of Elementary and Secondary Education is to be credited with its share of the value as determined by the sale price or fair market value.

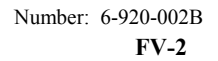
It is further understood that the LEA will furnish the Department information required for supporting claims for funds, and maintaining financial aid inventory records within the LEA.

Date _____ Signed _____
(Chief Administrator)

FOR STATE OFFICE USE ONLY

| County District | School Number | Program Code | Area Code | Year Paid | Year Chg. | Purpose | Expenditure | Reimbursement | State | Federal | Source | Section Code |
|-----------------|---------------|--------------|-----------|-----------|-----------|---------|-------------|---------------|-------|---------|--------|--------------|
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
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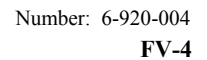


Budget Detail

FY2004 Vocational-Technical Education Enhancement Grants

| CIP CODE | COURSE NAME | NEW/ EXISTING PROGRAM | | ENROLLMENT (02-03 EXISTING) | DEMAND | ANTICIPATED EXPENDITURE AMOUNTS | | | | TOTAL | TOTAL GRANT FUND (REIMB.) |
|-------------|----------------|-----------------------------|-------|--------------------------------|-------------|---------------------------------|-----------|-----------|-----------|-------|------------------------------|
| | | NEW | EXIST | ANTIC. 03-04 NEW) | OCC. (Y) | EQUIP. | OTHER | CURR. | FACILITY | | AMOUNT REQUESTED |
| | | | | | | | | | | | |
| | | | | | | 75% REIM. | 50% REIM. | 50% REIM. | 50% REIM. | | |

[illegible]

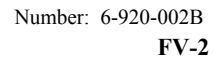


Application for Authorization of Vocational Education Enhancement Grant Expenditures

FV-4 INSTRUCTIONS

An original and one copy of this *Application for Authorization* is to be submitted with the application to Administration and Accountability Services. After it has been processed, a copy indicating the approved items will be returned to the LEA. The Certification Section at the bottom of this page should be completed prior to sending it to the State Office for approval. A separate *Application for Authorization* must be filed for each CIP code. If more than one FV-4 is submitted or multiple pages are needed per CIP Code, number each page on the bottom right as shown in the samples on pages 46-47. Only those items having prior approval on this application may be claimed for reimbursement.

Local Education Agency (LEA): Report the official name of the school district, the mailing address, city, and zip code.



| | | |
|---|-----------------|-------------------------------|
| <i>PLEASE READ INSTRUCTIONS ON REVERSE SIDE.</i> | | |
| Fiscal Year Ending: June 30, _____ | Co. Dist. Code: | Local Education Agency (LEA): |
| Program Codes (Program and Type): 15-24 | | Mailing Address: |
| Description of Program: Enhancement Grant | | City and Zip Code: |

[illegible]

| | |
|--|---|
| <p>CERTIFICATION</p> <p>I hereby certify that the information reported herein is correct to the best of our knowledge and belief.</p> <p style="text-align: right;">Date: _____</p> | <p>Chief Administrator's Signature: _____</p> |
|--|---|

[illegible]

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Reimbursement Request for Approved Vocational Education Enhancement Grant Expenditures

FV-2 INSTRUCTIONS

Submit one (1) original of this form for each program area by CIP Code to Administration and Accountability Services, Missouri Department of Elementary and Secondary Education, Jefferson City, Missouri 65102-0480.

Local Education Agency (LEA): Report the official name of the school district, the mailing address, city, and zip code.

Column (1) -- **Date Purchased** -- This is the date of obligation by written purchase agreement (purchase order, letter, or contract). Expenditures will be considered as an expenditure in the fiscal year in which the funds were obligated by a purchase agreement or legal contract.

Column (2) -- **From Whom Purchased** -- This is the vendor or person with whom the agreement is made.

Column (3) -- **Description of Item** -- This should be a short identifying statement of the item, service, activity, etc. Detailed descriptions, serial numbers and other information should be outlined on the invoices supporting the transaction.

Column (4) -- **State Use Only** -- Do not complete.

Column (5) -- **Expenditure** -- This is the amount paid for each item described. Show deductions on invoices for discounts, credits, and other memos. Freight costs are considered as part of the equipment expenditure. Only items approved on Form FV-4 may be reimbursed. An **equipment** item is a unit of furniture, an instrument, a machine, an apparatus or a set of articles which does not meet the criteria of being a supply. **Supplies** are those items which (1) are consumed in use; (2) lose their shape or identity with use; (3) are expendable, that is, it is more feasible to replace it than repair it; or (4) are inexpensive. Include an invoice for all items purchased. Also include all serial numbers/model numbers for equipment/items costing \$1,000 or more per unit.

Column (6) -- **Check No.** -- This is the number of the check which represents payment for each item described.

Total Expenditure -- This is the sum of all Column (5) Expenditure entries.

DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION

Division of Vocational and Adult Education

P. O. Box 480

Jefferson City, Missouri 65102-0480

GUIDE FOR SUBMITTING APPLICATIONS FOR EXPANDING/NEW REGULAR VOCATIONAL EDUCATION PROGRAMS

The following outline constitutes the minimum information necessary to review the appropriateness of applications for expanding/new regular full-time preparatory (500 or more hours of instruction) vocational education programs. Prepare and submit a separate proposal for each program to the State Director of Vocational Education between **September 1 and May 1** of the school year prior to the operation of the program. The local education agency (LEA) will be notified concerning the approval or disapproval of each program application. **Please note that the program approval between September 1 and May 1 becomes effective at the beginning of the next school year.**

I. GENERAL INFORMATION

- A. Identify the program by the U. S. Department of Education Classification of Instructional Programs (CIP) code number and program title.
- B. Indicate how the need for the program was determined - employment opportunities, current and projected trends, on the advice of administration or an advisory committee, etc. If applicable, describe the LEA's cooperation with the Local Workforce Investment Board (LWIB) administrative entity in the development of the program application.
- C. Provide the names of program advisory committee members and their occupations. Explain to what extent the proposal has been reviewed by the advisory committee? If applicable, what is the outcome of outside reviewers' appraisal?
- D. Identify what department or other unit within the institution will administer the program? How will program supervision be provided - by whom, frequency of supervisory visits, how much time will be required to supervise the program, etc.?
- E. Identify the building within which the program will be housed. What is its location in the LEA? Describe the space to be utilized for the program.
- F. State the relationship of the proposed program to present offerings and to long-range plans of the LEA.
- G. Describe the LEA's plan for achieving national business/industry program accreditation and student certification (where applicable).
- H. What is the proposed date for initiating the program?

II. INSTRUCTIONAL INFORMATION

- A. State the program objectives in measurable terms.
- B. Provide a topical outline of major units or instructional divisions in the proposed program/course(s).
- C. List the instructional materials, major texts and references to be used.
- D. Describe standards of performance or level of proficiency expected by students at program completion. Include a listing of program/course competencies/student learner outcomes.

III. STUDENT INFORMATION

- A. Describe how students will be selected for program participation. What is the anticipated number of students to be enrolled in the program?
- B. Describe the educational guidance and counseling services to be provided.
- C. Describe the planned student placement procedures that will be provided for program completers.
- D. Describe the planned student follow-up procedures.
- E. Explain the student participation in the appropriate career and technical student organization sponsored by the Division of Vocational and Adult Education.
- F. Describe how the program is to be made accessible to all special populations (single parents, displaced homemakers, individuals seeking nontraditional careers, individuals identified as being disadvantaged, individuals with disabilities, etc.).

IV. BUDGET

- A. Provide anticipated salary expenditure for the program.
- B. List major equipment items currently available for the program.
- C. Itemize proposed equipment, teaching aids, and supply expenditures for the program.
- D. Outline long-range plans for major equipment item purchases.

V. EVALUATION

- A. Identify evaluation instrument(s) to be used in evaluating the effectiveness of the program.
- B. Explain the procedures and/or methods of evaluation to be used in determining the results. Relate the results to the program objectives.
- C. Indicate how the results of the evaluation are to be utilized for program improvement.

NOTES:

- 1. Postsecondary institutions should utilize the new and/or expanding program approval application process established by the Coordinating Board for Higher Education (CBHE), (Department of Higher Education) rather than the outline delineated above. For consideration of vocational education program operation and funding support approval by the Department of Elementary and Secondary Education, the institution must submit a copy of the application that was submitted to the CBHE to the state director of vocational education between **September 1 and May 1** of the school year prior to the operation of the program. Notification concerning approval or disapproval of postsecondary vocational education programs will only occur after a copy of CBHE's approval letter is received in this office.
- 2. Instructional equipment and/or salary funding support is not automatic upon approval of the program. Funding support is dependent upon the availability of annually appropriated state and/or federal vocational education funds.
- 3. Applicants are encouraged to contact the appropriate state vocational education program area director for technical assistance regarding the preparation of applications, the program approval and funding process, and any additional (specialized) informational requirements concerning expanding/new regular vocational education programs.
- 4. **Requests for program expansion that only require adding additional instructor time may submit a letter to the appropriate program section director which addresses *Section I-General Information, Items A, B, D, E, F & H*. Other information may be requested by the program section director, which is deemed appropriate for final approval. All other requests for expanding/new regular vocational education programs must address all sections and items in the guide.**

Budget Detail

FY2004 Vocational-Technical Education Enhancement Grants

| CIP CODE | COURSE NAME | NEW/ EXISTING PROGRAM | | ENROLLMENT (02-03 EXISTING) ANTIC. 03-04 NEW) | DEMAND OCC. (Y) | ANTICIPATED EXPENDITURE AMOUNTS | | | | TOTAL | TOTAL GRANT FUND (REIMB.) AMOUNT REQUESTED |
|-------------|----------------|-----------------------------|-------|--|---------------------------|---------------------------------|-----------|-----------|-----------|-------|---|
| | | NEW | EXIST | | | EQUIP. | OTHER | CURR. | FACILITY | | |
| | | | | | | 75% REIM. | 50% REIM. | 50% REIM. | 50% REIM. | | |

[illegible]

Criteria to Avoid Duplication of Vocational Education Programming

The following criteria will be utilized by the Department of Elementary and Secondary Education, Division of Vocational and Adult Education, to avoid duplication of vocational education programming. New vocational education program applications will be considered a duplication when the following six (6) test situations occur among vocational education and/or Workforce Investment Act (WIA) programs in the same local workforce investment area.

1. The Classification of Instructional Programs (CIP) codes are identical.
2. The instructional objectives of the programs are identical.
3. The population for which the programs are intended is identical.
4. The sum of the number of individuals proposed to be trained and the number of individuals currently being trained exceeds the number of individuals available for training within a specific population.
5. The access to the programs is identical or in close geographic proximity.
6. The combined total number of potentially trained individuals available for related job placement exceed the labor market demand within the geographic area.

Department Of Elementary And Secondary Education

Standard Complaint Resolution Procedure

This standard complaint resolution procedure applies to all programs administered by the Department of Elementary and Secondary Education. The Department has promulgated regulations except those that have authorizing statutes or implementing regulations prescribing a separate procedure.

What is a complaint for purposes of this policy?

A complaint is an allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department personnel.

A complaint under this procedure must be in writing and signed by the complainant. The written complaint must specify the details of the situation and must pertain to a law or regulation that is allegedly being violated, misapplied, or misinterpreted.

Who may file a complaint?

Any parent or guardian, surrogate parent, teacher, administrator, school board or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

What types of complaints are recognized?

1. A complaint alleging that a local school district is violating, misapplying, or misinterpreting a law or a regulation of the Department of Elementary and Secondary Education; and
2. A complaint alleging that the Department of Elementary and Secondary Education is violating, misapplying, or misinterpreting a law or a regulation.

How are complaints filed?

1. Complaints against local school districts.

A complaint alleging that local school district officials have violated, misapplied, or misinterpreted a state or federal law or regulation, must first be filed and resolution pursued in accordance with local district policy. If the issue cannot be resolved at the local level, the complainant may file a complaint with the Department. Before accepting such a complaint, the Department will ask for evidence of an attempt to resolve the issue at the local level. If the parties have not attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution. A question about local school district policies, rules, or practices

which are not based on federal or state laws or regulations is not a complaint within the meaning of this policy and must be settled at the local school district level.

2. Complaints against the Department of Elementary and Secondary Education.

A local school district official, a local board of education, or any person directly affected by actions of the Department may file a written complaint alleging that the Department or its personnel have violated, misapplied, or misinterpreted a state or federal law or regulation directly with the Department.

How does the Department hear and resolve complaints?

1. Any formal complaint against the Department or an unresolved complaint against a local school district is to be addressed to the director of the section of the Department that administers the activity, project, or program under which a law or rule application or interpretation is being questioned.
2. Within thirty days after receiving a complaint or appeal, the section director will resolve the complaint and inform interested parties in writing of the decision. In resolving the complaint, the section director may rely upon statements of the parties involved or may conduct an independent investigation. The section director may grant an extension of the thirty-day limit for just cause.
3. If a complainant disagrees with the decision of the section director, the complainant may, within ten working days, appeal to the Deputy Commissioner of Education. This appeal must be in writing and state why the complainant disagrees with the decision.
4. Within thirty days after receiving an appeal, the Deputy Commissioner of Education will render a final administrative decision and notify the complainant in writing. The decision of the Deputy Commissioner of Education is not appealable when the issue relates to state law or regulation.
5. If the complainant disagrees with the decision of the Deputy Commissioner of Education in a matter relating to federal law or regulation, the complainant may request a review of the decision by the United States Secretary of Education in accordance with 34 CSR Part 76, Section 76.781.

What other recourse is available in resolving complaints?

In some circumstances, complainants may have additional recourse in the courts or through the Administrative Hearing Commission.